



FINANCE COMMITTEE

Local Government Act 1972 section 101

Committee members: Cllr Johnson, Cllr Mitchell

Cllr Stewart, Cllr J Whittaker

EPWORTH TOWN COUNCIL

Minutes of a Finance Committee meeting of Epworth Town Council held on
Monday June 24th 2019 7pm at Cemetery Lodge.

**Cemetery Lodge
Burnham Road
Epworth
Nr. Doncaster
North Lincolnshire
DN9 1BY**

Tel: (01427) 872086

The following statements were taken as read.

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration.

(Members of the public are reminded that each presentation should take no more than three minutes).

This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

- 1. To record** the names of members present. Cllr J Whittaker, Cllr Stewart & Cllr R Whittaker (sub)
- Apologies for absence were received from Cllrs Johnson and Mitchell.
- To receive declarations of interest** (*existence and nature with regard to items on the Agenda Localism Act 2011*). Cllr J Whittaker personal interests item 14
- To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
- Internal Control: To receive** for approval and recommendation to full council the May 2019 account and budget sheets and copy bank statements. Proposed by Cllr Stewart seconded by Cllr J Whittaker **RESOLVED** an accurate record for presentation to full council.
- Internal Control: Financial Risk Assessment:** to receive an updated version of the Finance Committee risk assessment for review and possible amendment. No adverse comments from the new internal auditor; clerk to ask ERNLLCA about content and format; sheet signed by Chairman.
- Internal control: To receive New style Asset list:** DRAFT new version of asset list for discussion. A “work in progress” much information to be added. £1.00 value of Kings Head Croft questioned. £1.00 Value of Turbary Road questioned. Newly purchased items to be added in and dated. Format followed as set out in “Governance & Accountability”
- Internal control: Amended Financial Regulations:** to receive amended version including paragraph relating to use and control measures for Town Council debit card paragraph 6.5. Value of spending set at £100.00. Proposed by Cllr Stewart seconded by Cllr J Whittaker **RESOLVED** propose to full council.
- Internal control: Internal Auditor** – to propose that the council re-engage Public Sector Audit Richard Dixon and resolve to send a letter of engagement for the 2019/2020 financial year. Item missed from committee discussions defer to next committee meeting.
- Water services;** to receive information on an alternative provider (via Black Sheep Utilities). Proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** proposed to full council
- Section 137 grant application:** To receive copy application from Isle of Axholme Physically Handicapped Society requesting £250.00 (two hundred and fifty pounds) Proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** £250.00 propose to full council
- Internal Control Procedures;** DRAFT clerk’s key tasks document A “work in progress” clerk to amend/add to list as required. Proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** noted clerk to re-present quarterly.

**Clerk: Caroline Maguire Tel: 077343 86628
9 a.m. – 5.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com**



- 13. PAT testing:** to receive alternative quotations for office PAT testing. Committee proposal to continue with current providers – recommend to full council.
- 14. Internal control: Computer back-up/anti-virus provision** to receive a report with recommendations from Ben Sass. After long discussion proposed by Cllr J Whittaker seconded by Cllr Stewart to recommend package at £9.40/month for file storage, regular Microsoft updates and ability to add additional e-mail address. **RESOLVED** recommend to full council. Labour 6 hours at £45.00/hour Total £270.00 plus VAT. Also recommend to full council.
Clerk to arrange “Mozy” back-up with BT
- 15. To resolve** “items for facebook” Epworth Music Day thanks to organisers.
To record the closure of the meeting at 7.57pm.

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