



EPWORTH TOWN COUNCIL

FINANCE COMMITTEE

Local Government Act 1972 section 101

Committee members: Cllr Baker Cllr Mitchell (Chairman)

Cllr Stewart, Cllr Wilson,

Minutes of a Finance Committee meeting of Epworth Town Council held on

Tuesday October 30th 2018 at 7pm at Cemetery Lodge.

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

Tel: (01427) 872086

The following paragraphs 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 elect** a Chairman of the Committee. Cllr Stewart proposed Cllr Baker, seconded by Cllr Mitchell, nomination accepted **RESOLVED** Cllr Baker as Committee Chairman
- 2. To record** the names of members present. Cllrs Baker, Mitchell, Stewart & Wilson, the clerk C Maguire.
- 3. To receive** apologies for absence. All present.
- 4. To receive declarations of interest** (*existence and nature with regard to items on the Agenda Localism Act 2011*). Cllr Mitchell declared a personal interest in Epworth Imperial Hall, item 8.
- 5. To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
- 6. Internal Control – To receive** for approval and recommendation to full council the September 2018 account and budget sheets and copy bank statements. Accounts receipts and payments reconcile with bank statement, committee **RESOLVED** recommend to full council: Budget sheet, change heading “operating contingency reserve” to “General Reserve” and include all November 11th expenditure (section 137) under the same heading. With these corrections Budget sheet **RESOLVED** recommended to full council.
- 7. Chairman’s Allowance:** to discuss in relation to the Chairman’s role – copy information from “Clerk” magazine. **RESOLVED** to review under Financial Regulations.
- 8. Room hire:** to discuss in relation to paying a fixed sum for each council meeting according to booked hours. **RESOLVED** recommend to full council to pay fixed fee for the 2 hour booking.
- 9. Internal Control:** Financial Risk Assessment to receive DRAFT document for discussion and amendment – duplicated agenda item see item 11.
- 10. Assets for Insurance** (line 9 on Annual Return) to receive an amended document including a seat inventory for discussion on “liabilities” what we are responsible for. Issues discussed: questioned liability for Church Walk trees (especially first tree on right hand side by cottage). Clerk to look out closed churchyard

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8.30 a.m. – 6.00 p.m. Monday – Friday
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agreement and obtain clarification of responsibility. Clerk to work with Cllr Baker to update seat survey; noted North Lincs. Homes now ONGO; 2 seats in Cemetery to be included; picnic benches not seats; Add locations of litter bins and dog waste bins Fieldside & Blow Row.

Mandate clerk to update list: ADD: brick storage building, hanging basket brackets, new Epworth TC banners, all poppies & silent soldiers, Chapel of rest screens (cost of materials), check if photocopier an asset for insurance purposes (or if covered by hire company), mobile phone, paper shredder (as separate item), correct info on old play equipment – double cradle seat unit and change barrier to roro bounce (not swing)

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- 11. Financial Risk Assessment:** copy of amended sheet (see previous minutes) for committee amendment/adoption. Add “Data loss” to risk assessment. ADD new measures re Asset Register and tree liabilities. Continue Financial Risk Assessment as regular agenda item.
- 12. BT Broadband:** to receive information on current contract for discussion, resolution and recommendation to full council. **RESOLVED** committee recommend clerk to contact BT for new contract for full council Tuesday November 6th.
- 13. HSBC Banking Charges:** to receive information on banking charges for discussion, resolution and recommendation to full council: **RESOLVED** committee recommendation to full council to continue on small business tariff.
- 14. Section 3 Annual return Internal Audit:** to receive copy correspondence, discuss the internal audit process and consider the options on a provider with recommendations to full council: Two issues – error in accounts not noticed and conflict of interest as same company provides payroll services. **RESOLVED** committee recommendation that Glover & Co retained for payroll services but that alternative provider found for Internal Audit.
- 15. Zurich Insurance:** to receive information and discuss the requirement for additional cover for data loss (section 5 point 3, page 19 attached). Back up discussed, options hard drive (installed) “cloud” storage does BT provide? Clerk should be taking off site external storage device. **RESOLVED** Clerk/Cllr Mitchell to check current storage devices.
- 16. Grant applications:** Section 137 Local Government Act 1972 – to receive an application from the Mechanics Institute for discussion resolution and recommendation to full council. **RESOLVED** committee recommendation £1000.00 (one thousand pounds)
- 17. Precept preparation:** to receive preliminary comparative figures for discussion and budget preparation – information noted, clerk to arrange next Finance Committee meeting for full precept discussions.
- 18. To resolve** “items for facebook” None
- 19. To record** the closure of the meeting at 8.32pm.

cm01.11.18

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