

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 6 July 2020 (virtual meeting)

Councillors present:

Cllr K Archer
Cllr A Athwall
Cllr N Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
Cllr Lynch
Cllr J Ogden
Cllr B Patten

Officers present:

A Dougall - Responsible Financial Officer (RFO)

- 1. Welcome and to Receive and Accept Apologies for Absence** – The Chair, Cllr J Ogden welcomed those present and confirmed apology from J Abbott – Town Clerk (personal).
- 2. Chairman, Vice Chairman, and members of this Committee 2020/21**- Cllr N Beecroft-Smith chaired this item as Chairman of the Town Council. It was agreed that Cllr J Ogden would continue as Chairman of the F & G Committee and was proposed and seconded. A vote was taken and all agreed. Cllr J Ogden was duly elected and chaired the rest of the meeting. Cllr D Fairbrother was proposed, seconded and duly elected to serve as Vice-Chairman, voting was unanimous. All Councillors voted and agreed to remain with the existing structure of the Committee.
- 3. Declaration of Interests** – Cllr J Ogden declared a non-pecuniary interest, item 8 Receipts & Payments:-Scout Leader and Chair of the Kesgrave Library Committee Group. Cllr A Comber declared a non-pecuniary interest, item 8 Receipts and Payments:- Scout Leader, RFC and re-imburement of expenses (as Scout leader, Director of RFC Ltd and providing IT support to the Town Council. (Copy in minute book).
- 4. Minutes of the last Meeting** held on the 2 March 2020, the Committee received, considered and all agreed following the vote, except Cllr Fairbrother and Cllr Patten (abstained)
- 5. Clerks/Officer Report/Update** – none to report
- 6. Members of the Public** – None present.
- 7. Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 31/05//2020. Councillors received, considered and agreed following the vote. Bank Statement balances as at 31/05/2020 were £149,926.43 (current account) and £434,883.99 (savings account). As original copies of the paper bank statements were not shared online due to GDPR restrictions, it was agreed that Cllr Ogden would physically check the paper bank statements held in the KTC office, and have the authority to approve if the statements match the bank reconciliation presented by A Dougall. All agreed following the vote.

8. **Receipts and Payments** – A Dougall presented accounts for the period ended 31/05/2020, these were received, considered and agreed following the vote.
9. **Trial Balance for May 2020** – A Dougall presented the Trail Balance Report for information only. All agreed following the vote.
10. **Detailed Income and Expenditure Report to 31 May 2020** – A Dougall presented the report for information. All agreed following the vote.
11. **Summary Financial Report to 31 May 2020** – A Dougall presented the report to provide an update on the current financial position. It was agreed that a budget virement should be actioned to reflect the salaries coded to administration during lockdown (due to Covid). It was also agreed that the Library grant may be adjusted to reflect activity/costs during the period of lockdown subject to the written report from Kesgrave Library received for each quarter. A Dougall explained that a more detailed projection for the financial effects of lockdown will be produced once lockdown is eased. All agreed following the vote.
12. **KTC Policies** – Cllr Ogden agreed to check the master list and update the policies that are needed for review. Cllr Comber agreed to help review the documents, if required. All agreed following the vote.
13. **Bank Signatories** – It was agreed that there should be 6 signatories: Cllr Beecroft-Smith, Cllr Comber, Cllr Athwall, Cllr Gibson, A Dougall and J Abbott. Any signatories that are still awaiting confirmation by bank should continue to be processed. All in favour following the vote.
14. **Other/Urgent Communications** – Cllr Comber suggested to investigate the possibility of approving invoices electronically prior to payment. A Dougall to investigate further.
15. **Date of Next Meeting** – Monday 7 September 2020 at 7.15pm. Cllr Beecroft-Smith suggested that the next meeting could be held in the MJH Hall (larger area for social distancing) if the correct social distancing guidance was followed and subject to any new Government advice issued in September. All agreed, except Cllr Patten expressed concern and preferred to have the option of joining the meeting remotely.
16. **Agenda Items for Next Meeting** – None.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present. Recording stopped at 7.36pm.
18. **Confidential Minutes of the last Meeting** held on 2 March 2020 -
19. **Staffing Matters** –
 - a. **Youth Club** -

Agenda items 18 and 19 were then discussed in the CONFIDENTIAL part of the meeting

(This part of the meeting finished at 7.36pm)

Chairman.....

Date.....