

# Garstang Town Council

## Minutes of the Virtual Finance Committee Meeting 7.30pm, 11 May 2020

### Present – Chairman Cllr Halford and Cllrs Allan, Pearson and Ryder

Also present – The Mayor, Cllr Webster and 3 members of the public, who were Trustees of Kepple Lane Park Trust

### 069(2019-20) Apologies

Cllr Mitchell

### 070(2019-20) Declaration of Interests and Dispensations

None

### 071(2019-20) Public participation

No questions were raised by members of the public.

### 072(2019-20) Kepple Lane Park (KLP) Trust review and preparation for negotiation

Cllr Allan talked through his paper that he had prepared for the Committee. In March 2020, the Council resolved that the TC should enter into discussions / negotiations with KLP Trustees to find a solution to the funding of KLP which was equitable for both parties. In preparation for these discussions, the 2011 Lease and accounts had been reviewed to establish what financial commitment Garstang Town Council currently makes to KLP Trust. It was noted that the TC currently commits a sum which is in excess of £10,000 per annum, (£9,380 excluding Insurance costs which are anticipated at more than £1000). Some of these costs are Obligated under the Lease and some are not but have been met historically by the Council.

**Resolved:** Based on discussions that had taken place, the Committee agreed that Cllrs Allan, Halford and Pearson enter discussions with KLP Trust (the 3 Trustees who were present) to consider the lease and financial payment methods. A proposal would be brought to July's Council meeting.

The 3 Trustees left the meeting (8.10pm)

### 073(2019-20) Appointment of Deputy Chairman of Finance Committee

**Resolved:** Further to the resignation of Cllr Harter and minute 209(2019-20), Cllr Pearson was appointed Deputy Chairman for the Finance Committee.

### 074(2019-20) Receipts & payments account year 2019/20

The Committee were asked to approve the following:

- a) Bank reconciliation year ending 31 March 2020 for the 4 cashbooks.
- b) Summary receipts & payments to 31 March 2020.
- c) Detailed receipts & payments budget report (1 April 2019 to 31 March 2020)
- d) List of receipts & payments from the cashbook (full year 2019/20 circulated, The RFO had provided the Committee with a statement of receipts and payments for the quarter under each heading of the budgets, comparing

actual expenditure to the appropriate date against that planned as shown in the budget. A copy of the cashbook had also been circulated.

**Resolved:**

- a) Bank reconciliation month ending 31 March 2020.  
**Resolved:** The bank reconciliations for the 4 cash books were approved.
- b) Summary receipts & payments (1 April 2019 to 31 March 2020)  
**Resolved:** Cllr Ryder pointed out the difference of 'other costs' under Running costs at 65,821.67 cross referencing with Detailed R&P by budget heading 31/3/2020 at 66,061. The RFO responded that she would look at this and report back.  
**Footnote the RFO can report that the difference is attributable to the Section 137 payment of 239.00 which on the summary sheet is itemised separately.**  
The summary receipts & payments (1 April 2019 to 31 March 2020) was approved, pending the RFO responding to the difference with approval from Cllr Halford and Pearson.
- c) Receipts/Payments Report by budget (1 April 2019 to 31 March 2020)  
Cllr Allan referred to Income code 1030. The RFO reported that the rent had not been requested from the Scout Hut. LCC monies had been received 30/4/2020. Fell View was detailed for 2019/20 but was not reported in the 2020/21 budget. The overspend of the Amenities was noted for 2019/20 of £4,603. The RFO reported that a budget figure of £1,000 had been included for 2020/21.  
**Resolved:** The income and expenditure report was approved. The Scout Hut rent to be followed up by the RFO and Cllr Pearson. The Committee further resolved that the codes be reviewed by the RFO and Deputy Chairman.
- d) List of receipts and payments from the cashbook (1 April 2019 to 31 March 2020)  
**Resolved:** The list of payments and receipts from the cashbook (1 April 2019 to 31 March 2020) were approved.

**075(2019-20) Internal Audit**

The RFO reported that the annual internal audit report has been completed by Jan Finch. The audit files were sent electronically w/b 27/4/20.

Cllrs considered the report and considered the recommendations:

**Resolved:** That the new model Financial Regulations be sent out to the Committee and take recommendations from the Committee and bring back to the Committee in July 2020. The Committee noted that Cheque signatory Cllrs ensure that the cheque book stub is initialled. The Committee thanked the RFO for the work she had done in ensuring a clean audit outcome.

**076(2019-20) The Annual Governance and Accountability Return 2019/20**

The RFO reported that The Annual Governance and Accountability is made up of three parts pages 3 to 6:

- Sections 1 and 2 are to be completed and approved by the authority (18/5/20).
- Section 3 is completed by the external auditor and will be returned to the authority.

The Finance Committee were asked to consider section 2 (circulated) and make their recommendation to Full Council.

**Resolved:** The Committee accepted section 2 as a true record and made the recommendation for Full council that the Return be approved.

**077(2019-20) Risk assessment, quarterly review**

Cllrs were asked to consider the attached risk register (V1.11) and make any comments on the register. Point 19, Cllr Ryder asked about the TC email addresses. Cllr Allan responded that the current email addresses were having problems with attachments. The email addresses would be reviewed with the new website provider.

**Resolved:** The risk assessment was approved.

**078(2019-20) Asset register**

Cllrs considered the attached asset register (V1.15) and noted the additions to the register. Cllr Halford asked about the Deputy Mayor insignia, the RFO responded that this had not been received yet. Cllr Pearson spoke about the Pat Seed Memorial and the Garstang in Bloom group who tendered it.

**Resolved:** That the Pat Seed Memorial is brought to the attention of the Town Council at June's meeting for review. The Asset register (V1.15) was approved, further to the RFO added Garstang Town Council as the custodian for items 056,057 and items 063 – 071.

**079(2019-20) Date of next meetings**

Tuesday 14 July 2020 (tbc at Annual Town Council meeting on 18 May 2020)

**Meeting finished at 20.55**