



Wadebridge Town Council

Minutes of Finance & General Purposes Committee meeting held on Monday 3 June 2019 at 7.00pm in the Victoria Room, Wadebridge Town Hall

Present: Cllr; H Cooper-Waite, E Gill, R Harris, M Hollamby, J Leach and A Pennington (Acting Chair)
In Attendance: Anne Minnis (Town Clerk) Julie Raynes (Finance Officer)
Public Present: L Rentoul.

In the Absence of the Chairman & Vice Chairman members proposed Cllr A Pennington to Chair the meeting.

Housekeeping – Chairman advised of evacuation routes in case of an emergency (there were no hazards to note) and reminded all those present of the following:

- That the meeting may be filmed or recorded.
- Members and members of the public to turn mobile phones to silent.
- Should a Member or member of the public wish to film or photograph the meeting please sit in the 'Film/Photograph Area'.
- Members of the public, children or vulnerable persons who do not wish to be filmed or photographed please sit in the 'No Film/Photograph Area'.

NOTE: As neither the Chair nor Vice Chair of Finance & General Purposes Committee were in attendance it was **RESOLVED** that Cllr Pennington chaired the meeting.

Fin 168/19 **Chairman 2019/20** – **RESOLVED** to defer to next meeting, due to lack of members present.

Fin 169/19 **Vice Chairman 2019/20** – **RESOLVED** to defer to next meeting, due to lack of members present.

Fin 170/19 **Apologies** – Apologies were received from Cllrs L & P Mitchell.

- It was **RESOLVED** to accept apologies from Cllr L Mitchell due to a family commitment;
- It was **RESOLVED** to accept apologies from Cllr P Mitchell due to a conflicting family commitment.

Fin 171/19
a) Pecuniary Interests – None
b) Non-Registerable Interests – Cllrs Harris & Pennington declared an interest in Agenda Item 7i; Cllr Harris declared an interest in Agenda Item 7ii,
c) Dispensations – None.

Fin 172/19 **Minutes**– *The Minutes of the meeting held on 4 February 2019 were **RESOLVED** to be a true record of the meeting and were signed by the Acting Chair of Committee.*

Fin 173/19 **Public Participation** – Lynette Rentoul from Cornwall Folk Festival spoke in support of Agenda Item 7ii.

Fin 174/19

Grant Applications

7.11pm Cllrs Harris & Pennington left the meeting.

- i **Bikelights** – **RESOLVED** to defer to **Full Council** due to agenda item not quorate.

7.12pm Cllr Pennington returned to the meeting

- ii **Cornwall Folk Festival** – It was **RESOLVED** to award a Grant of £500 under section S145 – LGA 1972

7.15pm Cllr Harris returned to the meeting

Fin 175/19

Finance

a) **Budget monitoring figures to 31 March 2019**

The figures were reviewed, and members **RESOLVED** to accept the budget figures as presented.

b) **Bank Reconciliation to 30 April 2019**

The figures were reviewed, and members **RESOLVED** to accept the reconciliation figures as presented.

c) **Internal Audit Report for year ended 31 March 2019**

Members reviewed the report response record and **agreed** the following response:

- i. **Procedure Manuals** – Plan to complete by 31 March 2020;
- ii. **Transparency Code** – Finance Officer is in process of completing the Annual Data which will be uploaded to the website by 30 June 2019.
- iii. **Controls around the Electronic Payment of Salaries** – Members agreed to delegate to the Town Clerk & Finance Officer to review and agree the process together with any changes required reflected within the Financial Regulations. This exercise will be brought back to the next Finance & General Purposes Committee.

d) **Cheque Signatories**

It was **RESOLVED** that Cllrs H Cooper-Waite & R Harris become cheque signatories.

e) **Councillors' Review of Internal Controls**

Members reviewed and noted the 2018/19 Internal Control Checklist. Members **agreed** to use this checklist for the 2019/20 review process.

f) **Councillors Nominated to Review Internal Controls**

It was **RESOLVED** that Cllrs H Cooper-Waite & A Pennington undertake the review of Internal Controls for 2019/20

Fin 176/19

Draft Statement of Internal Control 2019/20

Members received and discussed the draft document as presented. It was **RESOLVED** to recommend to Full Council to accept.

Fin 177/18

Draft Investment Policy & Strategy 2019/20

Members received and discussed the draft document as presented. It was **RESOLVED** to recommend to Full Council to accept.

Cllr Pennington requested the Clerk investigate whether the LPGS Pension has Ethical Investments within the scheme.

Fin 178/19

Draft Financial Risk Assessment 2019/20 (tabled) – RESOLVED to defer to next meeting.

Fin 179/19

Dates of next meetings

- Full Council – Wednesday 12 June 2019, 7pm
- Full Council – Wednesday 3 July 2019, 7pm

Meeting closed at 7.50pm

Signed as a True and Accurate Account:

Chair: Date: