

EARL SHILTON TOWN COUNCIL

MINUTES of the FINANCE & POLICY WORKING PARTY MEETING

Held at 7.00 p.m. on

Monday 02 November 2020

At 21, Wood St, Earl Shilton, LE9 7NE.

MEMBERS PRESENT:

Councillors: Cllrs B Granger (Chairman), R Allen, Mrs CM Coe, R Hills and K Lapsley.

In attendance: Town Clerk – Mr ME Jackson. Members of public – nil.

1. *To elect a Working Party Chairman for the Civic Year.*

Resolved: Cllr B Granger was elected Chairman of the Working Party until May 2021 with the thanks of his fellow members for his extra commitment.

2. *To receive apologies for member absence. **None.***
3. *Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda. **None.***
4. *To receive and approve as a true record, the minutes of the Finance & Policy Working Party meeting held on 08 January 2020.*

Resolved: to accept, as tabled, the minutes of the meeting of the Finance & Policy Working Party on the 08 January 2020, circulated to members before this meeting; as a true record of proceedings.

5. *Finance – to review the 30 Sep 20 half year precept income and expenditure against budget and report to Full Council possibly with recommendations.*

The Town Clerk as appointed Responsible Financial Officer (RFO) read through the half year accounts highlighting any spending codes and costs centres of note in a year so far affected by the COVID19 Pandemic. Overall the *actuals* against *budget* are on track except for, understandably, Events Cttee income and expenditure. The tree maintenance budget and that of plant and machinery maintenance are under pressure but compensating underspends and healthy income should balance the precept by year end.

Noted and received.

6. *Governance – to review with recommendations to Full Council the following corporate policy documents as required on an annual basis:*
 - a. *ESTC Standing Orders.*
 - b. *ESTC Financial Regulations.*



c. *ESTC Corporate Risk Assessments.*

It is suggested Members take into consideration the effects of the COVID19 Pandemic.

The Town Clerk and Members ran through all three corporate governance documents with the following result that:

- a. ESTC Standing Orders – will have some minor amendments (SOs last amended in May 2020 to allow flexibility for virtual meetings following Govt legislation.
- b. ESTC Financial Regulations – will remain extant (a recent amendment made).
- c. ESTC Corporate Risk Assessments – will require amendment and an extra serial for the risks posed by a Pandemic or similar nationwide crisis.

Resolved: the Clerk is to table the recommended amendments to Full Council for consideration.

7. Governance - recommend to Full Council the appointment of the Internal Auditor for the FY 2020/21.

The RFO suggested to members re-appointing Ms Katherine Clarke as the official Internal Auditor (IA) for the current Financial Year on the basis she remains independent of Council/RFO, her reports are highly informative, clear, professional, and cost effective and she provides continuity from one audit year to the next.

Resolved: to recommend to Full Council the re-appointment of Ms K Clarke as IA to Council for the FY 2020/21.

Last item.

The meeting closed at 8.10 p.m. with the Chairman thanking members for their attendance and contributions.

