



## Fairford Town Council

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY 2<sup>nd</sup> May 2017

**In attendance:** Vanessa Lawrence (Clerk)

#### **MEMBERSHIP:**

Cllr M. Dudley (Chair & ex-officio)  
Cllr S. Boulton  
Cllr J. Bowen  
Cllr J. Dallow

Cllr A. Doherty  
Cllr T. Hing  
Cllr J. Sanford (ex-officio)

- F070 16/17 To elect a temporary Chair in the absence of Cllr Dudley**  
Cllr Sanford proposed that Cllr Hing should chair the meeting, seconded Cllr Boulton – all in favour.
- F071 16/17 Apologies for absence**  
Apologies were received from Cllr Bowen, Cllr Dallow and Cllr Dudley.
- F072 16/17 Declarations of Interest in Items on the Agenda**  
None received.
- F073 16/17 To approve the Minutes of the Finance meeting held on 3<sup>rd</sup> January 2017**  
It was **RESOLVED** to approve the Minutes of the Finance meeting held on the 3<sup>rd</sup> January 2017 as a true and accurate record of the proceedings. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.
- F074 16/17 Clerk's Report**  
The Clerk's report was circulated and comments made accordingly.
- F075 16/17 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit.**  
N/A as no members of the public were present.
- F076 16/17 To agree to reconvene the meeting following Public Participation (if applicable).**  
N/A
- F077 16/17 To consider and agree summary, Year End figures.**  
The Clerk explained that this item had been added in error, as it had already been dealt with at Full Council in April.
- F078 16/17 To consider and agree to recommend to Full Council to approve the Annual Governance Statement 2016/17.**  
The Committee checked the Annual Governance Statement. It was **RESOLVED** to recommend to Full Council to approve the Annual Governance Statement 2016/17. Proposed Cllr Boulton, seconded Cllr Doherty – all in favour.

<p><b>ACTION: Clerk to add recommendation to the Agenda for the Full Council meeting in May.</b></p>
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**F079 16/17 To consider and agree to recommend to Full Council to approve the Accounting Statements 2016/17.**  
 The Committee checked the Accounting Statements. It was **RESOLVED** to recommend to Full Council to approve the Accounting Statements 2016/17. Proposed Cllr Hing, seconded Cllr Doherty – all in favour.

**ACTION: Clerk to add recommendation to the Agenda for the Full Council meeting in May.**

**F080 16/17 To consider and agree the Explanation of Variances for submission to the External Auditor (Box 4)**  
 The Committee considered the Explanation of Variances for submission to the External Auditors. It was **RESOLVED** to agree the Explanation of Variances. Proposed Cllr Boulton, seconded Cllr Doherty – all in favour.

**ACTION: Clerk to send to External Auditor together with other Annual Return paperwork**

**F081 16/17 To consider and agree to recommend to Full Council to approve the Effectiveness of Internal Audit document.**  
 Councillors considered and agreed with the details of this document. It was **RESOLVED** to recommend to Full Council to approve the Effectiveness of Internal Audit document. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

**ACTION: Clerk to add recommendation to Agenda for the Full Council meeting in May.**

**F082 16/17 To consider and agree re-distribution of funds to other banks.**  
 The Clerk reported that she is attempting to establish how other Councils deal with investing money. To date only information from GAPTC has been received. It was agreed to defer this matter to the next Finance meeting.

**ACTION: Clerk to add this item to the Agenda for the next Finance Meeting.**

**F083 16/17 To consider and approve recommendation from the Clerk to hold Finance meetings monthly instead of every other month (1<sup>st</sup> Tuesday of month)**  
 The Clerk explained the reasons for bringing this to the attention of the Committee. Following discussion it was **RESOLVED** to increase the frequency of meetings to monthly if required. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

**F084 16/17 To consider and agree for Chair to write a brief report for the Annual Town Meeting.**  
 Committee members agreed that Cllr Dudley, as the current chair should write a brief report. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.

**ACTION: Cllr Dudley to write a report**

**F085 16/17 Other matters the Chair considers urgent**  
 - Cllr Doherty asked if delegation of powers for all committees could be reviewed.

**Date of next meeting – 4<sup>th</sup> July (or 6<sup>th</sup> June if required).**

.....Chairman

.....2017