

MEMBERSHIP:

Cllr A. Doherty
Cllr T. Hing
Cllr R. Harrison
Cllr J. Sanford
Cllr C. Foxall
Cllr S. Boulton (ex-officio)
Cllr J. Frank (ex-officio)



**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 5th June 2018**

Present: **Cllr Doherty** **Cllr Hing** **Cllr Harrison**
 Cllr Sanford **Cllr Foxall** **Cllr Boulton**

In attendance: Vanessa Lawrence, Roz Capps (Clerks)

F001 18/19 To elect a Chairman

It was **RESOLVED** to elect Cllr Doherty as Chairman of the Committee. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

F002 18/19 Apologies for absence

Apologies were received from Cllr Frank

F003 18/19 Declarations of Interest in Items on the Agenda

None received.

F004 18/19 To approve the Minutes of the Finance Committee meeting held on 1st May 2018

It was **RESOLVED** to approve the Minutes of the Finance committee meeting held on the 1st May 2018 as a true and accurate record of the proceedings. Proposed Cllr Boulton, seconded Cllr Doherty – 4 in favour, 2 abstentions.

F005 18/19 Clerk's and Chairman's Report

The Clerk reported on actions taken since the last meeting with particular mention to the Audit requirements for the Public to view the accounts.

The Chairman reported on changes he feels are required for the Earmarked Reserves. Brief discussion took place regarding this matter. The Chairman will be re-assessing the data and amending it accordingly and will bring this back as a formal Agenda item for the next Finance meeting.

ACTION: The Chairman to amend the Earmarked Reserves document. The Clerk to add this item to the Agenda for the next Finance meeting.

F006 18/19 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

F007 18/19 To agree to reconvene the meeting following Public Participation (if applicable).
N/A

F008 18/19 To receive latest accounts
The latest accounts were received, and it was agreed that it was too early in the year for any constructive comments to be made.

F009 18/19 To approve reconciliation to end of May 2018
It was agreed that these figures should be presented quarterly this item should be deferred to the next meeting.

ACTION: The Clerk to add this item to the Agenda for the next Finance Committee meeting in July.

F010 18/19 To re-consider and agree retrospectively plan for re-distribution of funds to other banking groups following recent information received, and not available at last Finance meeting.

As a result of details received after the decision was made to open an account with Santander, it was agreed by e-mail to select the alternative bank, HSBC. It was **RESOLVED** to agree retrospectively, to open a bank account with HSBC. Proposed Cllr Doherty, seconded Cllr Hing – all in favour.

F011 18/19 To consider and agree Reserves Policy as amended and re-circulated.

It was **RESOLVED** to agree the Reserves Policy as amended. Proposed Cllr Doherty, seconded Cllr Hing.

ACTION: Clerk to make final amendments

F012 18/19 To consider and agree amendments to the Financial Risk Assessment Policy document as amended and re-circulated.
Further discussion took place and further amendments made. It was **RESOLVED** to approve the Risk Assessment Policy, name changed to Risk Assessment Register, as amended to incorporate colour coding smiley faces. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour.

ACTION: Clerk to make final amendments

F013 18/19 To approve payment to Allison Murray Designs for work carried out relating to re-branding.

It was **RESOLVED** to approve payment to Allison Murray Designs. Costs had been approved at a previous meeting of the Town Council. Proposed Cllr Foxall, seconded Cllr Sanford – all in favour.

ACTION: Clerk to make payment

F014 18/19 Other matters the Chair considers urgent

The Chairman reported on the recent Agreement document with Glos Wildlife Trust relating to the Wild Towns project. The paperwork had been circulated prior to this meeting. Discussion took place and it was agreed that Cllr Doherty should contact Glos. Wildlife Trust to discuss amendments to the document. This will be considered as a formal Agenda Item at the next Finance Committee meeting.

There being no further business the meeting closed at 8.30pm.

.....Chairman

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