



Wadebridge Town Council

**Minutes of Finance & General Purposes Committee meeting held on
Monday 21 June 2021 at 7.00pm in the Conference Room, Wadebridge Town Hall**

Present: Cllrs; H Cooper-Waite, J Leach, L Mitchell, P Mitchell (Chair) A Pennington & I Welch.
Absent: None
In Attendance: Anne Minnis (Town Clerk), Julie Raynes (Finance Officer)
Public Present: 1 member of the public.

Housekeeping – The Chair welcomed everyone to the meeting and advised the following:

- That the meeting may be filmed or recorded by members of the public.
- That Wadebridge Town Council is recording the meeting.
Members and members of the public to turn mobile phones to silent

Fin 239/21 **To appoint a Chairman for 2021/22 –** It was **RESOLVED** to appoint Cllr P Mitchell as Chair of Finance & General Purposes.

Fin 240/21 **To appoint a Vice Chairman for 2021/22 –** It was **RESOLVED** to appoint Cllr A Pennington as Vic Chair of Finance & General Purposes.

Fin 241/21 **To receive and approve apologies for absence –** None.

Fin 242/21 **To receive Declarations of Interest.**

a) **Pecuniary Interests** - None

b) **Non-Registerable Interests** – Cllr Pennington declared an interest in Agenda item 13a.

c) **Dispensations** – None.

Fin 243/21 **Minutes of last meeting–** The Minutes of the meeting held on 15 March 2021 were **RESOLVED** to be a true record.

Fin 244/21 **Public Participation**

A member of the public spoke in support of the grant application for Wadebridge Country Market.

Fin 245/21 **Grant Applications**

Cllr Leach voted to reverse the order of the applications.

- **Wadebridge Country Market** – It was **RESOLVED** to award a grant of £10 per week subject to COVID restrictions being lifted.
- **Wadebridge Creative Hub CIC** – It was **RESOLVED** to award a grant of £500.
- **Cornwall Pride CIC** – It was **RESOLVED** to award a grant of £500.

a) Budget monitoring figures to 31 March 2021

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

b) Bank Reconciliation to 31 May 2021

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

c) Internal Audit Report for year ended 31/03/2021.

Members reviewed and **RESOLVED** to adopt the report as presented.

d) Bank System Administrators.

Members **RESOLVED** to appoint all mandate signatories as System Administrators to authorise online banking transactions as per - Statement of Internal Control document (3.3)

Finance Clerk and/or Town Clerk (RFO) to input transactions ready for authorisation and with the authority to make payments of up to £250.00 with the authorisation of one system administrator.

To purchase Smart Card (£20) & Smart Card Reader (£35) for all Administrators, Finance Clerk & Town Clerk.

e) Councillor Internal Controls

Due to COVID restrictions it was not possible to undertake this procedure for 2020/21.

f) Members nominated Cllrs H Cooper-Waite & A Pennington to carry out the reviews once COVID restrictions are lifted.**Fin 247/21****Statement of Internal Control 2021/22**

It was **RESOLVED** to accept the highlighted amendments (3.1) as presented.

Fin 248/21**Investment Strategy 2021/22**

It was **RESOLVED** to accept the highlighted amendments (7.2, 11.1) as presented.

Fin 249/21**Financial Risk Assessment 2021/22**

It was **RESOLVED** to accept the highlighted amendments (Finance - Cheque Books) as presented.

Fin 250/21**Grant Distribution Policy Review**

Members reviewed and discussed.

Amended Policy to be brought back to the next Finance & General Purposes meeting to consider.

Fin 251/21

Confidential matters: *It was **RESOLVED** to suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.*

Cllr Pennington left the meeting 8.00pm

a. Tennis Club Revaluation.

Members **RESOLVED** to accept the quote received.

*It was **RESOLVED** to re-instate Standing Order 1.c.*

Cllr Pennington returned to the meeting 8.04pm

Dates of next meetings

- **Full Council – Wednesday 23 June 2021, 7pm**

Meeting closed at 8.14pm

Signed as a True and Accurate Account:

Chair: **Date:**