



Wadebridge Town Council

Minutes of Finance & General Purposes Committee meeting held on Monday 10 September 2018 at 7.00pm in the Victoria Room, Wadebridge Town Hall

Present: Cllr; J Fletcher, E Gill, J Leach, L Mitchell, P Mitchell (Chair), and A Pennington
In Attendance: Anne Minnis (Town Clerk) Julie Raynes (Finance Officer)
Public Present: None

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'.

Fin 135/18 **Apologies** – None.

Fin 136/18 **a) Pecuniary Interests** – None
b) Non-Registerable Interests – Cllr J Fletcher & A Pennington declared interests in Agenda Item 5 Grant Applications - a) & b)
c) Dispensations – None

Fin 137/18 **Minutes**– *The Minutes of the meeting held on 4 June 2018 were **RESOLVED** to be a true record of the meeting and were signed by the Chair of Committee.*

Fin 138/18 **Public Participation** – None

Fin 139/18 **Grant Applications**
7.04pm Cllr J Fletcher & A Pennington left the meeting

- a) **Camel Community Supported Agriculture (CSA)**
*It was **RESOLVED** to request further information.*
- b) **Churches Together**
*It was **RESOLVED** to award a grant of £300 under section s137 - LGA 1972.*

7.17pm Cllr J Fletcher & A Pennington returned to the meeting

Fin 140/18 **Finance**

- a) **Budget monitoring figures to 31 July 2018**
*The figures were reviewed, and members **RESOLVED** to accept the budget figures as presented.*
- b) **Bank Reconciliation to 31 July 2018**
*Bank Reconciliation figures were reviewed, and members **RESOLVED** to accept the Bank Reconciliation as presented.*

c) Financial Risk Assessment

Members reviewed and noted the Financial Risk Assessment and **agreed** to adopt the document as presented.

d) Internal Controls

Members agreed to appoint Cllr L Mitchell to assist Cllr A Pennington (previously appointed) to carry out quarterly reviews of internal controls.

e) Internal Audit Report for year ended 31/03/2018

Members reviewed and responded to the Interim Audit Response Record.

Final Report 2016/17

1. Fidelity Guarantee is increased – noted and actioned.
2. Internal Control Checking Regime – nominated Councillors to undertake quarterly checks.
3. Procedure Manuals – completion by 31/03/2019
4. Mayoral Allowance – to continue using receipt and payment basis.
5. Bank Reconciliation – reviewed at F&GP Meetings.

Interim Report 2017/18

1. Purchase Orders – fully implemented in January 2018
2. Free Reserves – to be implemented within future Budget/Precept analysis.
3. Electronic Payment of Salaries – proposed review by 31/03/2019.

f) To discuss and consider the purchase of equipment to facilitate card payments in the office and over the phone.

Members **RESOLVED** to purchase a SUMUP Card reader and tablet to facilitate card payments.

Fin141/18

Rugby Club Revaluation

Members discussed quotes received regarding 3 yearly rent review as per Lease Agreement - the second schedule rent review. Members **RESOLVED** to appoint and accept Quote 2 - £650 + VAT.

Cllr J Leach queried the Town Council's policy on anonymising quotes, abstained from voting and requested his decision be minuted.

Fin 142/18

Precept 2019/20

Members requested the following items be considered:

- Play Equipment
- Jubilee Park Footpath
- Town Hall upgrade
- Library
- Toilets
- Transfer removal of planters' budget to signage budget
- Increase Adult Fitness Budget – query s106 funds

Fin 143/18

Dates of next meetings

- Full Council – Wednesday 12 September 2018, 7pm, Town Hall
- Full Council – Wednesday 3 October 2018, 7pm, Town Hall

Meeting closed at 7.55pm

Signed as a True and Accurate Account:

Chair: Date: