

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 2nd July 2020

Conducted via Zoom – Meeting ID 851 1863 5580

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee**

PRESENT Committee members:

Duncan Amies
David Brown
Russell Chadwick
Robert Douglas (Chair)
Paul Duffy
George Hayes
Rob Moreton
Jean Parry
James Smith

Ex-Officio Members Sally Ann Holland (Town Mayor)
Denis Murphy (Deputy Town Mayor)

Non Committee members
Suzie Akers Smith
Martin Amies
Suzy Firkin
Kay Wesley

1. Apologies

No apologies were received.

2. Minutes

The minutes of the meeting held on 19th March 2020 were approved by the COVID-19 Emergency Powers Committee on the 23rd April 2020 and are attached for reference only.

FAP/01/2021 RESOLVED to approve the minutes of the meeting on [19th March 2020](#).

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

Cllrs Suzanne Akers Smith, David Brown, George Hayes Sally Ann Holland (Town Mayor), Denis Murphy and Rob Moreton declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. Outstanding Actions

None.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

There were no questions from members of the public.

6. Grant Approvals and Commitments 2020/21

To receive a statement showing the current position to 31st May 2020.

FAP/02/2021 RESOLVED that the grant statement be received and It was requested that the RFO contact the ATC to check the situation with the £500 pledged for a new ATC minibus, and to contact the guides who had received money for this summer's Jamboree which will not be going ahead. Also that the press be contacted to publicise Town Council grants and encourage more applicants.

7. New Applications for Financial Assistance

- **Grant ref GR01/2021 – Congleton Bowling Club**

FAP/03/2021 RESOLVED that £200 be granted to the bowling club under GPoC.

8. New Grant Activities Monitoring Forms

None received.

9. Letter of Thanks

FAP/04/1920 RESOLVED to receive a letter of thanks from Astbury Mere Trust.

10. Management Accounts

FAP/05/2021 RESOLVED to receive the management accounts to 31st May 2020.

It was suggested that the Chief Officer should enquire about Government funds to help with the Town Hall lack of income during the Covid-19 crisis.

11. Bank Reconciliation

FAP/06/2021 RESOLVED to receive bank reconciliation as at 31st May 2020.

12. Savings Account Balances

FAP/07/2021 RESOLVED to receive the Savings Account balances as at 31st May 2020.

13. List of Payments

FAP/08/2021 RESOLVED to approve the List of Payments between between 1st – 31st May 2020.

14. Review and Amendments to the Financial Regulations

- (i) To review and approve updates to the Financial Regulations to be recommended to Council to update the Constitution.
- (ii) To approve paying certain items by direct debit and purchase payments by BACs in accordance with 6.6 and 6.7 of the Financial Regulations

FAP/09/2021 RESOLVED to accept the amendments to the Financial Regulations and recommend them to Council and to approve paying certain items by Direct Debit and BACs.

15. Fixed Asset Register and Inventory

FAP/10/2021 RESOLVED to receive the Fixed Asset Register and Inventory for the year ending 31st March 2020.

16. Annual Governance and Accountability Return (AGAR) and Unaudited Financial Statements.

FAP/11/2021 RESOLVED to receive and approve the AGAR and Unaudited Financial Statements and recommend approval and signing by Council on 23rd July to enable submission PKF Littlejohn, the External Auditors by the statutory deadline of 31st July 2020.

17. Flag Flying Policy

FAP/12/2021 RESOLVED to approve the flag flying policy for Congleton Town Council and include in the Constitution.

**Cllr Robert Douglas
Chair**