

## CONGLETON TOWN COUNCIL

### Minutes of the Finance and Policy Committee Meeting held on Thursday 26<sup>th</sup> November 2020

Conducted via Zoom – Meeting ID 845 2612 6663

[For the papers discussed at the meeting, please see the Meeting Agenda of the Finance and Policy Committee held on 26<sup>th</sup> November 2020](#)

PRESENT      Committee members:

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

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

Non-committee members      Cllr Suzie Firkin, Cllr Margaret Gartside, Cllr Kay Wesley

Also present:    CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)  
2 members of the press, 1 member of the public.

#### **1. Apologies**

Members of each committee are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

Apologies were received from Councillor Mark Rogan.

#### **2. Minutes of Previous Meetings**

FAP/20/2021 RESOLVED to approve the [minutes of Finance and Policy Committee held on 10th September 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 David Brown, George Hayes, Sally Ann Holland and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

Cllr Paul Duffy declared a non-pecuniary interest in item 7 (ii) Grant application from Daneside Theatre Trust.

Cllrs George Hayes and Sally Ann Holland and declared a non-pecuniary interest in item 15 20/21 Staff pay award.

### **4. Outstanding Actions**

There were no outstanding actions.

### **5. Questions from Members of the Public**

None received.

### **6. Grant Approvals and Commitments 2020/21**

**FAP/21/2021 RESOLVED that** the statement to 31<sup>st</sup> October 2020 be received.

### **7. New Applications for Financial Assistance**

**FAP/22/2021 RESOLVED to** award the following grants:

- **Grant ref GR11/2021 – Congleton Park Bowling Club - £250**
- **Grant ref GR12/2021 – Daneside Community Theatre Trust - £1,500**

### **8. New Grant Activities Monitoring Forms**

**FAP/23/2021 RESOLVED to** receive the Grant Activities Monitoring form from St Peter’s Church.

### **9. Letters of Thanks**

**FAP/24/2021 RESOLVED to** receive letters of thanks from Rotary Congleton and St Peter’s Church for previous grants awarded.

### **10. Management Accounts**

**FAP/25/2021 RESOLVED to** receive the Management Accounts to 31<sup>st</sup> October 2020.

**11. Bank Reconciliation**

**FAP/26/2021 RESOLVED to** receive the bank reconciliation as at 31<sup>st</sup> October 2020.

**12. Savings Account Balances**

**FAP/27/2021 RESOLVED to** receive the Savings Account balances as at 31<sup>st</sup> October 2020. It was noted that on maturity £150,000 had been reinvested on 06/11/20 with Cambridge and Counties bank for one year at an interest rate of 1.15%.

**13. List of Payments**

**FAP/28/2021 RESOLVED to** receive and approve the [Payments lists between 1<sup>st</sup> August and 31<sup>st</sup> October 2020.](#)

**14. First Interim Internal Audit Report 2020/21**

**FAP/29/2021 RESOLVED to** receive and note the first interim Internal Audit report for 2020/21. It was noted that the internal auditor recommended that the internal audit was conducted remotely due to Covid 19 restrictions, a councillor should verify the petty cash balance and this should be minuted at the next Finance and Policy meeting. Cllr Denis Murphy has volunteered to do this.

It was also noted that the council's standing orders need to be reviewed in 2021.

**15. 2020/21 Pay Award**

**FAP/30/2021 RESOLVED to** receive and approve the 2020-21 National Salary Award as agreed by the National Joint Council for Local Government Services.

**16. Budget and Precept 2021/22**

**FAP/31/2021 RESOLVED to** receive and approve the 2021/22 budget and precept of **£954,146** for recommendation to Council.

**17. Town Council Office Server Upgrade**

**FAP/32/2021 RESOLVED to** approve a potential overspend of £5,000 on the Capital budget for Office Equipment to purchase 2 new laptops for staff and to upgrade the office server.

**Cllr Robert Douglas  
Chair**