

**DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 19<sup>th</sup> May 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Town Clerk T Allen, Finance Officer a Malone.

**PF476 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF477 PUBLIC QUESTIONS**

No members of the public were present.

**PF478 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Cllr J Harris and Cllr A Milliner.

**PF479 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

No declarations of interests were made.

**PF480 TO ADOPT THE MINUTES OF 10<sup>th</sup> MARCH 2020**

It was resolved to adopt the minutes as a true record.

**PF481 TO RECEIVE THE 2019/20 INTERNAL AUDIT REPORT – FOR SUBMISSION TO COUNCIL**

The Internal Audit report was received, and it was resolved to recommend its approval to Council.

It was agreed that the Internal Auditor's recommendation for the review of spending thresholds would be addressed once the Council is outside COVID-19 measures.

The Finance Officer reported that the repayment due to HMRC, referred to in the Internal Auditor's report, had been made.

The Clerk stated that the recommendations from the Internal Auditor will be captured in an Action Plan.

**PF482 TO APPROVE THE ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT – FOR SUBMISSION TO COUNCIL**

The Internal Audit review was received, and it was resolved to recommend its approval to Council.

The Clerk outlined the procedures for public inspection of accounts.

Cllr Seabrook referred to monthly audits of accounts by Councillors on a rotational basis. The Clerk confirmed that this should be standard practice in any Council and that this will be reinstated at PTC as soon as circumstances allow it.

The Clerk confirmed that the need to consult Mr A Beams (Locum Finance Officer) was now minimal and, outside of the odd phone call or email, any further consultation would have to be authorized.

Cllr Seabrook thanked Mrs Malone for her hard work in getting the end-of-year accounts completed.

**PF483 TO APPROVE THE 2019/20 ANNUAL GOVERNANCE STATEMENT – FOR SUBMISSION TO COUNCIL**

The Annual Governance Statement was received, and it was resolved to recommend its approval to Council.

**PF484 TO APPROVE THE 2019/20 ANNUAL ACCOUNTING STATEMENTS – FOR SUBMISSION TO COUNCIL**

The Annual Accounting Statements were received, and it was resolved to recommend their approval to Council.

**PF485 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The Chairman noted the significant improvement in the Council's finances over the last year and the effective control and review measures now in place.

The reports to 31<sup>st</sup> March 2020 were noted and the Chairman asked for clarification of the following:-

- End-of-year balances brought forward.
- General Reserves position.
- Composition of the Current Year Fund.

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It was resolved to sign the Bank Reconciliation and to approve the list of payments to the 31<sup>st</sup> March 2020, totalling £66,616.79.

The Clerk noted that the Month 1 & 2 reports will be available for the Committee's next meeting.

Cllr Gallagher referred to a number of questions relating to the end -of-year accounts that she had submitted in advance of the meeting. The Clerk stated that these were being addressed and a full reply will be made very soon.

It was noted that the unspent NDP amount of £5,000 from 2019/20 went into general reserves, as no specific earmarked amounts of expenditure had been declared.

It was noted that the income from the Summer and Christmas fayres had been carried over to earmarked reserves for future dissemination to the Mayor's charities.

### **PF486 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS**

The minutes of the WP's meeting held on the 7<sup>th</sup> May 2020 were noted.

Cllr Gallagher and the Clerk spoke about a more structured approach for the Council to monitor and maximise the use of CIL funds available.

Cllr Gallagher reported on the current LDC request for expressions of interest for CIL bids to be made, noting a number of areas that would constitute a suitable bid to be made by the Council.

Cllr Griffiths noted the need to ensure that allocated CIL monies are spent on the purpose for which they were agreed, e.g. the Dell project. Similarly noted in relation to the Barratts development by Cllr Duhigg.

It was noted that very helpful advice, support and guidance is being received from Emma Kemp at LDC.

***NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.***

### **PF487 AGED DEBT ANALYSIS**

The Finance Officer introduced the Aged Debts report.

The Clerk reported that all hirers and lessees had been sent a sensitive letter along with their current account statement, expressing the Council's understanding in the current climate and offering help and support if required.

The Finance Officer noted that the Month 1 & 2 figures will give a clearer view of current debtors.

It was noted that, in the current climate, most debts were not being chased; hirers and lessees had been invoiced, which were then credited back to the debtors' ledger. The Chairman asked that reports of these invoices/credits are made available for future meetings of the Committee.

### **PF488 DATE OF NEXT MEETING – TUESDAY 16<sup>th</sup> June 2020 at 7.30pm.**

*There being no further business, the meeting closed at 20:33.*