

Minutes of the Finance & Governance Meeting
held (electronically) on Thursday 22nd April 2021

Present: Cllr's M Clarke, N Clarke, A Harris, T Hill, B Lewis, R Smith

Town Clerk: K Grabham

Assistant Clerk: S Watkins

In Attendance: Cllr J Manley

1. Apologies for Absence

J Pratt

2. Declarations of Interest

None.

3. Committee Action Log

Cllrs commented on the Action Log and commended the Clerk for bring the action log forward.

A member reminded committee and the Town Clerk to be mindful with regards to time pressures, that can result from action logs with regards to workloads and that it is going to take time to bring changes forward. Time span to be added.

The Town Clerk added that she very happy with the support being provided by the Assistant Town Clerk.

Resolved: - That members note the information contained within the Committee Action Log.

4. Town Clerk Reports

- a) Internal Audit Provision 2020/21 **In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public are excluded from the agenda item.**
- b) Accounting Software **In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public are excluded from the agenda item.**
- c) Change of Bank Account

- a) The Town Clerk introduced the Audit Provision report to members.
A member noted that it was disappointing that a local auditor could not be located, however they were very impressed with the specimen report that had been provided.

Resolved to recommend:- To appoint Audit Solutions as the Town Council's Auditor for 2020/2021 year.

- b) The Town Clerk introduced the Accounting Software report and explained to members that two bespoke software packages had been demonstrated to the Chair & Vice Chair of Committee. The purpose of the bespoke software is for Council to have the ability to bring the finance function of the Council back in house.

A member advised that both packages were very comprehensive, however that we would need to consider the package which best suits the needs of the Council and the IT infrastructure.

A discussion took place with regards to the support each software provider would provide and also if it was possible for members to have read only access on the software. It was agreed that members having read only access on the software would require further consideration and discussion.

It was also agreed for the Assistant Town Clerk to undertake the training provided by the software.

Resolved to recommend:- To approve Company B 'Scribe' as the Software Provider.

- c) The Town Clerk introduced the report and explained why the change of bank account has been requested. Unity Trust Bank are geared towards Town & Community Councils, Community Group and Charities.

Discussion took place with regards to how the bank operates, how the online processes work.

Discussion also took place with regards to investment and interest accrued. The Town Clerk advised that, she knew that once a Town Council had a certain amount of cash to invest, they need to have an investment strategy. The Town Clerk advised that she would find out further information on the investment strategy.

Resolved to recommend:- To recommend the change of bank account.