

**Minutes of the Finance & Governance Meeting**  
**held (electronically) on Monday 22<sup>nd</sup> June at 7.15pm**

Present: Cllrs M Clarke, N Clarke, A Harris, T Hill, B Lewis, J Pratt, R Smith

Clerk: S Elder

Deputy Clerk: S Watkins

**1. To appoint a Chairperson for the Year 2020–2021**

It was proposed, seconded and resolved that Cllr R Smith be the Chairperson for 2020–2021.

**2. Apologies for absence**

No apologies received.

**3. Declarations of Interest**

None received.

**4. To appoint a Deputy Chairperson for the Year 2020–2021**

It was proposed and seconded and resolved that Cllr N Clarke be the Deputy Chairperson for the Year 2020–2021.

**5. For information – Finance & Governance Committee Terms of Reference 2020-2021 (agreed previously by the delegated Members of Council on 29<sup>th</sup> April 2020)**

Members went through the Terms of Reference. Members were in agreement that they were relevant to the Finance & Governance meeting, however required some minor amendments.

It was agreed under the third paragraph of the Terms of Reference to delete the word 'annual' and insert 'regular' so that the paragraph reads:-

'To take a leadership role in ensuring that Council meets new statutory requirements placed on larger Town Councils by arranging ~~an annual opportunity~~ a 'regular' opportunity at a suitable public venue for the public to comment/contribute to the Town Council's plans and offer suggestions and to produce a Council Annual Report'.

It was agreed to delete 'Community Services' and insert 'Finance & Governance' on the first bullet point of the Terms of Reference so that it reads:-

'The Chair of the ~~Community Services~~ Finance & Governance Committee to formally meet with the Senior Officer on a monthly basis.

Members also acknowledged that a regular dialog between the Chairperson and members of staff is required to continue a partnership approach.

**Resolved to recommend: To accept the Finance & Governance Committee Terms of reference with the above amendments.**

## **6. To set the Calendar of Meetings 2020-2021**

Members acknowledged that meetings are currently scheduled quarterly then ad hoc. Members agreed to hold the next Finance and Governance committee meetings on the following dates:-

- 30<sup>th</sup> July 2020 at 7.00pm
- 24<sup>th</sup> September 2020 at 7.00pm
- 29<sup>th</sup> October 2020 at 7.00pm
- 26<sup>th</sup> November 2020 at 7.00pm
- 17<sup>th</sup> December 2020 at 7.00pm

## **7. Clerk's Report**

The Clerk advised that there is currently a lot of pressure on office staff to locate and to provide documentation in relation to the Annual Accounts for our Internal Auditor as specific deadlines need to be met and staff have not been involved in this process previously.

Members were informed that all the required documents had been sent to our Internal Auditor and to the Accounts as requested, however, the Internal Auditor had since requested additional documents in order to be able to complete the Internal Audit on behalf of Council.

It was advised that the Annual Return once signed off by the Internal Auditor would then need to be approved by Full Council and subsequently posted to the External Auditor before the deadline of 10<sup>th</sup> July 2020 of which the timescales are proving to be extremely tight.

It was further advised that the Internal Auditor had suggested submitting a request to BDO, External Auditor, for an extension of the submission deadline. Following discussion it was agreed by Members for the Clerk to proceed with a request to extend the current submission deadline with BDO, External Auditor.

*The meeting concluded at 8.00pm*