

**Minutes of the Finance & Governance Meeting**  
**Held (electronically) on Thursday 30th July 2020**

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

Clerk: Mr S Elder

Deputy Clerk: Mrs S Watkins

**1. Apologies for Absence**

None.

**2. Declaration of Interest**

None.

**3. To consider item - Council Dashboard and PML reconciliations**  
**(Pinks Attached)**

A Member advised that the current budget headings were put in place in order that each Council project had a set allocated budget to work from.

It was advised that the Reserves amount set on the Town Council budget should be used, especially when Council were paying for items that do not have specific budget headings.

Following discussion, Members were informed that going forward the Town Council accounts would be provided on a monthly basis and that they would be changed from the current cash basis to an accrual basis process.

**4. For information - To receive progress on Internal Audit**

The Clerk advised that due to personal circumstances the Internal Auditor had not yet completed our Internal Audit, however, it will be completed as soon as practicable.

**5. For information - Chair of Finance and Governance to engage with**  
**Chair of Staffing to develop appropriate Training Package for**  
**Council Staff for managing Accounts and Annual Returns etc.**

Following discussion:-

**Resolved: That the Staffing Committee seeks some appropriate Finance Training Packages for the Town Clerk only.**

**6. Clerk's Report**

Nothing to report.

*The meeting concluded at 9.25pm*