

**Minutes of the Finance & Governance Meeting  
held (electronically) on Thursday 30<sup>th</sup> September 2021**

Present: Cllr's N Clarke, T Hill, B Lewis, J Pratt, R Smith

Town Clerk: K Grabham

Assistant Town Clerk: S Watkins

In attendance: Cllr J Manley

**1. Apologies for absence**

Apologies received from Cllr's L Tallon-Morris and M Clarke.

**2. Declarations of Interest**

None received.

**3. Committee Action Log**

The Vice Chair, Cllr R Smith introduced the action log and the Town Clerk informed members of the progress made on the individual items listed on the log.

The Clerk advised that the appropriate forms had been downloaded for the Unity Trust Bank of which now need to be signed by all the signatories. It was agreed to place an agenda item on the next Full Council meeting 'To consider signatories'.

The Clerk was asked as to whether there had been any progress made with regards to DBS checks. It was advised that no further instruction to date had been received from Council to proceed with the DBS checks. It was further advised that a meeting had been arranged for the selected Members by the Town Clerk with the Youth Worker from BCBC as required, however, the meeting did not transpire as a mutual date could not be agreed upon between Members. It was agreed to place 'DBS Checks' on the next Full Council agenda on 14<sup>th</sup> October for further discussion.

The Clerk advised that there were no updates on the recording of meetings.

The Clerk advised that she had liaised with the BCBC and a highway inspector had attended Griffin Park they have advised that BCBC are not averse to the dropped kerb currently located by Griffin Park Toilets as long as it is brought up to the correct standard and BCBC are content for a removal bollard to be installed on the site as long as it is not in use every day.

**4. To confirm and sign the minutes of the Finance Committee held on 29<sup>th</sup> July 2021**

**Resolved: To confirm and sign the minutes as a true and accurate record of the Finance Committee meeting held on 29<sup>th</sup> July 2021.**

**5. To consider item – Financial Regulations Update (Draft)**

The Clerk advised that the Financial Regulations are updated annually to incorporate any changes required. It was further advised that the Clerk had liaised and worked alongside Cllr R Smith to update the current Town Council Financial Regulations.

It was advised that the Financial Regulations are usually reviewed and agreed by the Finance and Governance committee. However, Cllr Smith had confirmed that he was happy for the discussed amendments to be made to the document prior to being placed directly on the Full Council agenda for consideration.

The Clerk informed Members of all the amendments made to the current Financial Regulations.

The Clerk advised that a new e-mail address had been set up solely for companies to submit their Tenders and any tenders received will be opened by the Town Clerk and a Councillor.

**Resolved: To accept the amendments as outlined to Members and for the revised Financial Regulations document to be placed on the Full Council agenda for the scheduled meeting on 14<sup>th</sup> October 2021 for final approval.**

***Members voted to go into a closed session for the next agenda item. (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the next agenda item.***

**6. Town Clerk Reports**

a) 2021-2022 Internal Audit Quotations

The Clerk introduced the report and asked members if there were any questions.

A concern was raised that only one Auditing company had quoted the same as last year and asked as to whether One Voice Wales could provide a list of Auditors in the area. The Clerk advised that OVW are not able to recommend any companies.

A question was raised as to the location of the Auditor who quoted and asked if the Town Clerk would be happy for Mr Hughes to undertake the internal audit remotely and if the quote would increase above £600 should travelling costs be

incurred as a result of the Audit. The Clerk confirmed that she would be happy for the Audit to be undertaken remotely.

**Resolved to recommend: That the Clerk instructs Mr Ian Hughes to undertake the internal audit 2020/21 at the cost of £600 to work remotely.**

**Meeting concluded at 7.15pm**