



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON THURSDAY 20<sup>TH</sup> FEBRUARY 2020 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 5.30 PM**

**PRESENT:** Councillors: A White (Chairman), M Deacon, P Day, B Eddolls (Chairman of council), M Curtis, M Moseley & Mrs H Siphthorp, Clerk/RFO of the council

**1. APOLOGIES FOR ABSENCE**

None.

**2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Members were reminded to declare any interests in items on the agenda as they arise.

**3. MINUTES OF MEETING HELD ON 21<sup>ST</sup> NOVEMBER 2019**

**RESOLVED** – Proposed Cllr Eddolls, seconded Cllr Moseley that the chairman should sign the minutes as a true and accurate record of the meeting. **RECORD OF VOTING** – All in favour. **Motion carried.**

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC**

None as no members of public present.

**5. CHAIRMAN'S ANNOUNCEMENTS**

Chairman announced that he had resigned as a trustee of Centre 67 Stow Youth Club.

**6. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 21<sup>ST</sup> NOVEMBER 2019**

Nothing to report.

**7. TO REVIEW BUDGET COMPARED TO ACTUAL INCOME/EXPENDITURE TO 31<sup>ST</sup> JANUARY 2020 AND TO DISCUSS AND MAKE RECOMMENDATIONS TO COUNCIL FOR APPROVAL, IF APPROPRIATE, ANY VIREMENTS OR EARMARKED RESERVES PRIOR TO END OF FINANCIAL YEAR OF 31<sup>ST</sup> MARCH 2020**

Clerk ran through the spreadsheet and it was noted that the net figure being transferred to General Reserves was £100 out. Subject to this being rectified it was **RESOLVED** – Proposed Cllr White, seconded Cllr Deacon that the recommendation to council would be to approve the figures. **RECORD OF VOTING** – All in favour. **Motion carried.**

Clerk also reported that currently she proposed only one earmarked reserve for £583 which is the funding from CDC for clean up activities around the town. She said that nearer the close of the financial year there could be more but these will go straight to council for approval at the March 2020 meeting.

Clerk also pointed out that £5,000 had been paid to GCC for its contribution to the Adlestrop Bridge weight restriction and also the current work and costs for the Neighbourhood Plan questionnaire and public consultations etc which are all budgeted for in new financial year will be paid out in current financial year. At the start of the new financial year she will make the necessary adjustment in the accounts and put back into General Reserves.

Members asked that a note of thanks to the clerk be minuted for her work in keeping the accounts in good order.

**8. TO CONFIRM AND REPORT THAT CLLRS DAY & DEACON HAVE CARRIED OUT INTERNAL FINANCE CONTROL CHECKS TO 31<sup>ST</sup> DECEMBER 2019**

Both members confirmed they had carried out the checks and found everything in order.

**9. TO DISCUSS DRAFT OF NEW FINANCIAL RESERVES POLICY DOCUMENT**

**RESOLVED** – Proposed Cllr White, seconded Cllr Deacon that the recommendation to council is to approve and adopt the policy. **RECORD OF VOTING** – All in favour. **Motion carried.**

**10. TO REVIEW TRAINING & DEVELOPMENT POLICY FOR EMPLOYEES AND COUNCILLORS DOCUMENT**

**RESOLVED** – Proposed Cllr Curtis, seconded Cllr Day that subject to deleting the words “the latter” on page 1, paragraph 5, the recommendation to go to council is to readopt without any further changes. **RECORD OF VOTING** – All in favour. **Motion carried.**

**11. NEXT MEETING:** Monday 2<sup>nd</sup> March 2020 at 5.30 pm. **Post Meeting Note:** *This meeting has subsequently been cancelled. A new date will be advised in due course.*

**12. MEETING CLOSED:** 5.58 pm.

Signed: \_\_\_\_\_ Chairman

Dated: \_\_\_\_\_