



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON THURSDAY 11TH FEBRUARY 2021 VIA ZOOM AT 10.00 AM

PRESENT: Councillors: M Moseley (Chairman), M Deacon (Vice chairman), A White, E Bell, M Worker & Mrs H Siphthorp, Clerk/RFO of the council

1. APOLOGIES FOR ABSENCE

Cllr Curtis.

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. TO WELCOME CLLRS WORKER & BELL TO THE COMMITTEE

Chairman welcomed the two new members although at this juncture Cllr Worker was not present.

4. TO ELECT A DEPUTY CHAIRMAN TO HOLD OFFICE UNTIL MAY 2021 RESOLVED that Cllr Deacon is elected. Motion carried.

5. MINUTES OF MEETING HELD ON 15TH DECEMBER 2020

RESOLVED that the Chairman should sign the minutes as being a true and accurate record of the meeting. **Motion carried.**

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

None as no members of public present.

7. CHAIRMAN'S ANNOUNCEMENTS

None.

8. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 15TH DECEMBER 2020

Budget recommended to council had been adopted without change at the January 2021 meeting. New Lloyds 1 Year Fixed Bond for £50,000 had been taken out with a return of 0.05%.

RBS will carry out end of year shutdown with the clerk on 14th April 2021.

In relation to the signatories on the CCLA account Mr Eddolls has been removed and Cllr White has been added along with existing signatories Cllr J Davies and the clerk.

Council's Risk Management Policy document as recommended by the committee had been adopted without change at the January 2021 meeting.

Amended Financial Regulations in line with comment from Internal Auditor had been adopted by council at the January 2021 meeting.

9. TO DISCUSS AND COMMENT ON DRAFT OF "SCHEME OF DELEGATION TO THE CLERK" POLICY DOCUMENT AND MAKE RECOMMENDATIONS TO COUNCIL

RESOLVED that draft document is approved without change and a recommendation to council to adopt. **Motion carried.**

10. TO REVIEW, AMEND IF APPROPRIATE AND ADOPT HEALTH & SAFETY ADVICE NOTE FOR USERS OF DISPLAY SCREEN EQUIPMENT (DSE)

RESOLVED readopted without change. **Motion carried.**

11. TO REVIEW AND AMEND IF APPROPRIATE AND MAKE RECOMMENDATIONS TO COUNCIL FOR:-

i) Privacy Notice for staff, councillors and role holders

ii) General Privacy Notice

RESOLVED that 11 i) & ii) subject to an amendment on final page of both documents committee to recommend to council to readopt without further change. **Motion carried.**

12. CLERK TO REPORT ON DELAY OF INTERNAL FINANCE CHECKS BEING CARRIED OUT BY CLLRS MOSELEY & DEACON

The checks had not taken place to Q3 31st December 2020 due to lockdown. It was agreed as the second internal audit had been carried out to the same period that no more checks will be done for this financial year.

13. CLERK TO REPORT ON ACTUAL INCOME/EXPENDITURE TO 31ST JANUARY 2021 COMPARED TO BUDGET

Cllr Worker joined the meeting giving her apologies for being late as she thought the meeting started at 10.30 am.

Clerk ran through the figures and took questions. **RESOLVED** that figures are approved. **Motion carried.**

14. TO DISCUSS ANY POTENTIAL EARMARKED RESERVES PRIOR TO END OF YEAR SHUTDOWN

RESOLVED that the following would be earmarked for current financial year:- Bonfire Event £1,000; Remove yew hedge in churchyard £1,200; Legal costs for Faculty for above works £400; Neighbourhood Plan £7,250 (providing no further expenditure takes place before the end of the financial year and if so will be amended accordingly) & Stone wall repairs (under remit of Parks & Square Committee) £3,000. It was also noted that in relation to current earmarked reserves that the Parking amount will be reduced to £10,000. **Motion carried.**

15. DATE OF NEXT MEETING: Thursday 11th March 2021 at 10.00 am.

16. MEETING CLOSED: At 10.38 am.

Signed: _____ Chairman

Dated: _____