

Gainsborough Town Council

Minutes of the Finance & Strategy Committee meeting

21 March 2023 at 19.00



held in the Reading Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough

Councillors Present

	Paul Key (Vice Chairman)	Pat O'Connor
Richard Craig		Keith Panter
David Dobbie	Julie Musonda	James Plastow

Councillors Absent

Matt Boles (Chairman)	Chris Lambie	

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	
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Agenda no	Agenda item title	Resolution	Action	Power
FS23/115	To note apologies for absence.	The committee noted apologies for absence from Cllrs Boles and Lambie.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS23/116	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS23/117	To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

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	disclosable pecuniary interests, not previously recorded.			
FS23/118	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A Finance and Strategy Committee 21 February 2023	The Committee resolved to sign the minutes of the meeting 21 February 2023 as a true record of that meeting subject to it being noted that Cllr Boles questioned on item FS23/108 why the allotment rents were not increased for 2024/25 in line with other fees being increased on item FS23/102. Cllrs Craig, Musonda and O'Connor abstained from voting.	ASO to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS23/119	To receive and consider for approval the following financial reports: Paper B Unpaid Expenditure Transactions for 16 March 2023 Paper C Cashbook Summary (including due and unpaid transactions) for 16 March 2023 Paper D Budget Comparison Report (including due and unpaid transactions) for 16 March 2023	The Committee resolved to note and approve the following reports: <ul style="list-style-type: none"> • Unpaid Expenditure Transactions for 16 March 2023 • Cashbook Summary (including due and unpaid transactions) 16 March 2023 • Budget Comparison Report (including due and unpaid transactions) for 16 March 2023 	DC&RFO to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/120	To approve and resolve to sign the monthly bank reconciliations for 28 February 2023 as per the paragraph 2.2 in Financial Regulations.	The Committee resolved to approve and sign the monthly bank reconciliation for 28 February 2023.	DC&RFO to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Paper E			
FS23/121	To consider proposed ear marked reserves for YE 31 st March 2023. Paper F	The Committee resolved to proposed ear marked reserves for YE 31 st March 2023.	DC to work into the yearend accounts.	
FS23/122	To receive report of outstanding debtors and consider any action necessary. Paper G	The Committee resolved to exclude the public and press for this item. The Committee resolved to note the outstanding debtors and for payments to continue to be pursued.	DC to continue to pursue one payment and for the TC to continue working with solicitors to pursue the remaining two.	
<i>Cllr Panter left the meeting at 8.04pm</i>				
FS23/123	To review the Council's risk register and Risk Management Policy. Paper H	The Committee resolved to re-adopt the Council's risk register and Risk Management Policy.	DC to update records.	
FS23/124	To review the internal controls in place and consider changes. Paper I	The Committee resolved to review the controls in place as evidenced. It resolved to instruct the RFO to research suitable investment accounts for the Council.	DC to research suitable investment accounts.	
FS23/125	To consider the results of the tender scoring process and determine a contractor to carry out the development work on the Levellings, instruct the clerk to complete all relevant paperwork for work to commence and to draw down the relevant grants for the project.	The Committee resolved to: - <ul style="list-style-type: none"> • appoint Proludic as the contractor to carry out the development work on the Levellings; • instruct the Clerk to complete all relevant paperwork for work to commence; • instruct the Clerk to complete all relevant paperwork to draw down the 	TC to contact Proludic and complete paperwork and unsuccessful applicants. TC to contact FCC and WLDC and complete relevant	

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	Paper K	relevant grants for the project.	paperwork to draw down grants.	
FS23/126	To consider action from the interim internal audit report with regards to the mayoral allowance (deferred from FS23/111) Paper L	The Committee resolved that: - <ul style="list-style-type: none"> • The Council should change the way the mayoral allowance is paid. • The current mayor should receive a refund of any deductions within the current financial year. • Previous mayors should be informed that they may be entitled to a refund and confirm in writing whether or not they wish to claim it. • The RFO needs to investigate how to refund previous mayors in a cost effective and efficient way should this become necessary. • Going forward the Mayor is paid the £500 at the beginning of their Mayoral term. 	DC to speak with payroll provider to find out how former Mayors may be refunded for the tax deducted.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/127	To note the VAT Audit review and consider any action required resulting from it Paper M	The Committee resolved : - <ul style="list-style-type: none"> • That the Council should review the last four years using the methods described and exemplified in the report to ensure that it was correct in reclaiming VAT on costs relating to its VAT-exempt business activities. • To continue to undertake the apportioning exercises to ensure that all VAT is reclaimed correctly. • Depending on the outcome of these calculations, the Council may need to 	DC to perform a partial exemption calculation for the last 4 years and consider outcome.	<i>The Accounts and Audit Regulations 2015, s. 3</i>

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		<p>seek further advice with regards to partial registration for VAT particularly if the council is looking at income generating activities in the future or major building works.</p> <p>Cllr Key voted against.</p>		
FS23/128	To note an update on VAT on sports fees and consider any action required resulting from it. Paper N	The Committee resolved to note the update.	N/A	
<i>Cllrs Dobbie and O'Connor left the meeting at 8.52pm</i>				
FS23/129	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Strategic Plan • Cemetery Extension – cost implications • Council's assets register 	To include on future agendas.	N/A
FS23/130	To note the date and time of the next Finance and Strategy committee scheduled for Tuesday 18 April 2023 at 7:00pm.	The committee noted the date and time of the next Finance and Strategy committee Tuesday 18 April 2023 at 7:00pm at Richmond House. It was further noted that the Deputy Clerk requested an extraordinary meeting on Tuesday 2 May 2023 to consider the year end accounts and recommend them to Full Council.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.57pm

Initialed:

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

Initialed: