

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 28 May 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)
Councillor Michael Devine
Councillor Paul Key
Councillor David Dobbie (arrived at 6:42pm)
Councillor James Plastow

In Attendance:
Rachel Allbones
Town Clerk & Responsible Finance Officer (TC)

FS25/001 Apologies for Absence

Apologies for absence were received from Councillors S Brennan, R Craig, L Muggridge, K Woolley.

FS25/002 Vice Chair

RESOLVED: to appoint Councillor M Devine Vice Chair for this committee for 2024/25.

Note: Councillor Devine voted against the above resolution.

FS25/003 Public Participation Period

No public in attendance.

FS25/004 Declarations of Interest

No declarations of interest were made.

FS25/005 Dispensation Requests

No dispensation requests were received.

FS25/006 Items for Exclusion of Public and Press

No items for exclusion of press and public.

FS25/007 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 30 April 2024 be approved as a true and accurate record and signed by the Chair.

Initialled:

Finance and Strategy Committee minutes 2024-25

FS25/008 Finance Reports (Papers B, C & D)

Note: Councillor Dobbie arrived at 6:42pm.

RESOLVED: to **NOTE** and approve the following reports:

- i. Unpaid Expenditure Transactions for 22 May 2024
- ii. Cashbook Summary (including due and unpaid transactions) for 22 May 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 22 May 2024

FS25/009 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 30 April 2024.

FS25/010 Internal Controls (Papers F&G)

RESOLVED: to

- i. **NOTE** receipt of the Joint Panel on Accountability and Governance Practitioners' Guide – March 2024 and note changes to the March 2023 guide.
- ii. Appoint LALC as Internal Auditor for 2024/25.
- iii. **NOTE** the review the internal controls in place and include Councillor Finance Checks in assertion 2 for 2024/2025.

FS25/011 Protocol for the Death of a Senior Figure Review (Paper N)

RESOLVED: to adopt the Operation Bridges Activation Policy with the exception of Appendix 4 which will be rewritten and submitted to the next meeting.

FS25/012 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Risk Register - June
- ii. Debtor Review – July
- iii. Investments - July
- iv. Filming and Recording Meetings Policy Review
- v. Public Participation at Meetings Policy Review
- vi. Anti-Fraud and Corruption Policy Review
- vii. Communications Policy Review
- viii. GDPR Policy Review
- ix. Councillor Vacancy (Co-option) Policy Review
- x. Employee / Councillor Protocol Review
- xi. Social Media Policy Review
- xii. Publication Scheme & FOI Review
- xiii. Pensions Discretionary Policy Review
- xiv. Member Training and Development Policy Review
- xv. Strategic Plan
- xvi. Registrar Lease renewal
- xvii. Additional Bank Account
- xviii. LCAS Quality Status

FS25/013 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 25 June 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:21pm

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