

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Wednesday 20 May 2015 at 7:00pm

Present: Councillor Paul Key (Chairman)

Councillor Matthew Boles
Councillor Tim Davies
Councillor Sally Loates

In Attendance:

Rachel Allbones Deputy Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Barry Coward
Councillor Richard Craig
Councillor Ashley Perraton-Williams

RESOLVED to accept the apologies received and reasons given.

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

No interests were declared.

3. MINUTES (Papers A & A1)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 21 April 2015

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 21 April 2015 be confirmed and signed as a correct record.

ii. Minutes of the extraordinary meeting of Management and Finance Committee held Tuesday 5 May 2015

RESOLVED that the minutes of the extraordinary Management and Finance Committee meeting held on Tuesday 5 May 2015 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR MARCH & APRIL

i. Unpaid Expenditure Transactions for 18 May 2015 (Paper B)

Members considered at length Paper B.

RESOLVED that Members accept the transactions in Paper B - Unpaid Expenditure Transactions for 18 May 2015 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 15 May 2015 (Paper C)

Members considered Paper C.

RESOLVED that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 15 May 2015.

- iii. Budget Comparison Report (including due and unpaid transactions) for 18 May 2015 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 18 May 2015.

5. **MONTHLY BANK RECONCILIATION SIGN OFF FOR FEBRUARY** (Paper E)

RESOLVED to accept and sign off the Bank Reconciliation for 30 April 2015.

6. **YEAR END ACCOUNTS 31 MARCH 2015** (Papers F, G, H, I & J)

Members considered Papers F - Balance Sheet, G – Trial Balance, H – Income & Expenditure Account, I – Income and Expenditure Figures by Budget Heading, J – Section 1 of the Annual Return 2014/15

RESOLVED to RECOMMEND TO FULL COUNCIL to accept the following papers for year end 31 March 2015 - Papers F - Balance Sheet, G – Trial Balance, H – Income & Expenditure Account, I – Income and Expenditure Figures by Budget Heading, J – Section 1 of the Annual Return 2014/15.

7. **INTERNAL AUDIT REPORT** (Paper K)

Members reviewed the second Internal Audit Report for 2014 / 2015.

Members were advised that a separate report would follow regarding the Councils governance arrangements.

RESOLVED to accept the second Internal Audit report for 2014 / 2015 and note that 4 for the 6 recommendations had already been completed. Members agreed that the Audit is effective in highlighting key issues for the Council to address.

8. **HIGH INTEREST DEPOSIT BOND** (Paper L)

Members considered Paper L regards investment of reserve funds into High Interest Deposit Account.

RESOLVED to accept the Clerk recommendation to 'Invest £50,000.00 for 12 months in High Interest Deposit Bond'.

9. STEAM CLEANER PURCHASE

The Deputy Clerk advised that she had not received any costings to purchase of steam cleaner to aid the Councils cleaning staff fulfil their duties and improve cleaning standards across sites.

RESOLVED to defer the item to the next meeting in order to obtain some costings.

10. LAND AT AISBY WALK (Paper G (from Community Services Committee 19 May 2015))

Members considered the transfer of land from County Council.

A Member advised that at the previous nights meeting of Community Services they made a recommendation to Full Council.

RESOLVED that no further discussion was needed as a recommendation had been made from Community Services Committee to Full Council.

The meeting was closed at 7:52pm

Chairman