

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	18 JUNE 2020	AGENDA ITEM: 8
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Report prepared by Angela Price – Town Clerk

TO CONSIDER ACTION VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID-19

Purpose of Report

The purpose of this report is to give consideration and approve a method of verification of the Council's bank statements and reconciliations during Covid-19.

Detailed Information

Members will be aware that their normal practice of verifying bank statements and reconciliations is that they are placed on the agenda of the Finance Policy & General Purposes Committee for verification and signing by the Chair of the Committee.

Since the lockdown started on 24 March 2020, no meetings of the Finance, Policy & General Purposes Committee have taken place until now and no action has been taken on how to ensure the bank statements and reconciliations are approved and signed during Covid-19 and taking into account social distancing guidelines.

The Clerk has asked other Council's how they are managing this and there are a variety of methods being implemented.

Officers believe that a sensible way to manage the approval of the bank statements and reconciliations is for copies of these to be emailed to the Chair of the Finance, Policy & General Purposes Committee prior to the meeting who will check these electronically and respond via email to confirm that they be approved. This email can then be placed on the file with the documents, which can be signed once the Council offices have reopened, or if the chair is able to call into the office when the clerk is in on a Tuesday or Thursday. The item should continue to be included on the agenda to enable the Chair to confirm that they have seen the documents and approved them electronically, subject to being signed. This would allow the Council to meet their statutory duty to ensure that the bank statements and reconciliations are being checked and approved.

Recommendation

That Members agree to the Chair of the Finance, Policy & General Purposed being given delegated powers, in consultation with the Clerk, to receive electronic copies of the bank statements and reconciliations prior to meetings of the Finance, Policy & General Purposes Committee during Covid-19, and that these be approved electronically, subject to being signed in the future, and that this be reported to each meeting of the Finance, Policy & General Purposes Committee accordingly, to ensure that the Council are meeting their statutory duty in respect of checking and approving the bank statements and reconciliation.