

**MINUTES OF THE EXTRAORDINARY MEETING OF  
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE  
HELD ON 09 JUNE 2021  
VIA VIRTUAL MEANS**

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**PRESENT:** Councillors: Eakin (Chair), Bannister, Harvey, Howells and Knight

**ALSO PRESENT:** Angela Price – Town Clerk  
Olivia Bundy – Community Development Officer (Minute taker)

**F295 APOLOGIES**

Apologies were received from Councillor Whattler.

**F296 DECLARATIONS OF INTEREST**

None received.

**F297 PUBLIC PARTICIPATION**

None received.

**F298 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE**

Members were requested to approve the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 25 March 2021.

The Town Clerk advised members that minute number F284 on page 1419 should read 'Resolved' and not 'Recommendation'.

**RESOLVED:**

**That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 March 2021 be approved and signed as a correct record.**

**F299 ACTION SHEET**

Members were provided with an up-to-date Action Sheet for the Finance, Policy, and General Purposes Committee.

The Clerk highlighted some key action points and updated members accordingly.

**RESOLVED: That the action sheet be received and noted.**

**F300**

**TO RECEIVE AND NOTE PAYMENTS MADE IN APRIL 2021**

Members were requested to receive and note payments made in February and April 2021 via Covid delegated powers.

**RESOLVED: That Members of the Finance, Policy and General Purposes Committee receive and note the payments made in April 2021 via Covid delegated powers.**

**F301**

**TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2021**

Members were asked to receive and note the record of receipts and payments for March and April 2021.

**RESOLVED: That the record of receipts and payments for April 2021 be received and noted.**

**F302**

**TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE**

Members were asked to receive and note the balance sheet and trial balance for months 12 and 1.

The Clerk advised members that month 12 of the balance sheet was for 2020/21 and did not show the earmarked reserves. She explained to members that this has now been corrected and will show in the month 1 & 2 of 2021/22.

Members agreed that the extra documents provided for the meeting, in particular appendix 4, was very useful for the meeting to confirm breakdown of current assets. Councillor Harvey asked whether it would be possible to include the balance sheet in future Finance, Policy and General Purposes meetings.

There was a discussion on how the council could be more transparent and helpful when providing figures to the public. It was agreed that the breakdown of general reserves could help explain why the precept may have been increased/decreased. Councillor Howells suggested uploading accounts and auditing regulations onto the council's website, so residents have something to refer to.

Councillor Harvey suggested that councillors spend time going through the corporate plan and the earmarked reserves to identify the projects that the council want to deliver.

Councillor Knight left the meeting 19:31.

It was agreed that at the next meeting of the Finance, Policy and General Purposes Committee, members go through previous accounts and identify the funds in the general fund that relate to earmarked reserves. It was also agreed that members identify what special project funds need to come out of the general fund and back into the lines of the special budget.

**RESOLVED:**

- 1. That the Balance Sheet and Trial Balance for months 12 and 1 be received and noted.**
- 2. That the committee will review previous years accounts and identify the funds in the general fund that relate to earmarked reserves.**
- 3. That the committee will identify what special project funds need to come out of the general fund and into the Special Projects budget line within the 2021/22 budget.**

**F303**

**TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2021**

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for March and April 2021, confirming that these had all been in order.

**RESOLVED: That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of Finance, Policy and General Purposes in accordance with Financial Regulations.**

**F304**

**SUSPENSION OF STANDING ORDER 3(x)**

**Members were requested to suspend Standing Order 3(x) to consider agenda item 11.**

**RESOLVED: That Standing Order 3(x) be suspended to allow an additional 30 minutes to discuss agenda item 11.**

**F305**

**2020/21 BUDGET MONITORING**

Members gave consideration to the budget papers for the year 2021/22

There was some confusion as to whether the figures that were presented in the Budget Heading 2021, appendix 5, included the virements that had been agreed in the current financial year. The Clerk advised that she would contact RBS for clarification.

Councillor Harvey reminded members that due to covid-19 and the council not being able to do as many special projects as anticipated, the council were able to cover the unexpected costs from the Bloor Homes planning appeal. It was noted that this virement should show up in the annual statement of accounts.

**RESOLVED:**

**That the Budget Monitoring report be received and noted.**

**That the Clerk contact RBS Accounts to ask the following questions for clarification:**

1. **Are the transfers to the general fund included in the total assets - £292.265 on page 1472?**
2. **Do the council show the earmarked reserves and if so, are they included in the total assets - £292.265 on page 1472?**

**F306**

**YEAR END REPORTS TO 31 MARCH 2021, TO INCLUDE THE ANNUAL RETURN**

Members were provided with the year-end reports to 31 March 2021, which included the Annual Return.

The Clerk advised members that a total of £104,887 was transferred from the general reserve to the budget in respect of professional fees, this movement is identified at the end of the detailed income and expenditure by budget heading report on page 1481.

Councillor Harvey asked if the Governance statement was completed before the deadline last year, 2020. The Clerk was sure that the council met the deadline. However, she advised that she would check and report back to the next meeting.

Councillor Harvey requested that the Town Clerk confirm the dates that the notice of accounts should be advertised.

The Clerk advised that the council would need to go out to tender for a new internal auditor soon as the three-year contract with Ian Selkirk is near the end. Councillor Harvey suggested contacting Green Door accounting and that it is written in the specification that the council need two reviews.

Members went through the Annual Governance statement and the following was decided in tick box style.

**Box 1 – YES**

**Box 2 – YES**

**Box 3 – YES**

**Box 4 – YES**

**Box 5 – YES**

Members asked that it be noted that the council are making progress with the special report. However, it is yet to be completed.

**Box 6 – YES**

**Box 7 – YES**

**Box 8 - YES**

Members asked that it be noted that the council are aware that there could be financial implications from the Bloor Homes Appeal. The Council have funds in the general reserves if needed.

**Box 9 – N/A**

**RECOMMENDATION: That the completed Annual Governance statement be agreed at the meeting of Annual Council on Thursday, 24 June 2021.**

**F307**

**DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Finance, Policy and General Purposes Committee will be agreed at the Annual Council on 24 June 2021.**

The meeting closed at 9.05 pm.

Signed..... Dated .....

(Chairman)

DRAFT