



# Oundle Town Council

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## Minutes of the Town Council Finance & General Purposes Committee Meeting held on Tuesday 10<sup>th</sup> November 2020 at 7.30pm in The Oundle Suite, Fletton House, Oundle.

**Present:** Cllrs: Cllrs T Robinson, D Chapple and M Glen  
Clerk: Emma Baker  
Finance Officer: Paul Smith

The meeting started at 7.40pm as there were some connection issues.

### FGP20.50. Apologies for Absence

20.50.01. To receive apologies for absence.

The apologies were received and accepted from Cllr Hutton

### FGP20.51. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) (This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

20.51.01. To declare any Disclosable Pecuniary Interests.

20.51.02. To declare any Other Interests.

### FGP20.52. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.** (*Standing Order 3d and 3e*).

None received

### FGP20.53. Consideration of Requests from Interested Parties

None received.

### FGP20.54. Minutes of Previous Meetings – Finance & General Purposes and Committee

20.54.01. PROPOSITION: *'To approve and sign the minutes of the Finance & General Purposes meeting held on 13<sup>th</sup> October 2020 as an accurate record.'* (*Standing Order 10c*)

The minutes were approved.

**Proposed:** Cllr Robinson      **Seconded:** Cllr Glen      **Resolved:** All in favour

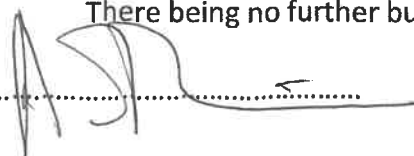
### FGP20.55. Financial Matters

- 20.55.01. To receive the Balance Sheet, Budget Account, Hub trading account for October 2020.  
 The Balance Sheet and accounts information for October 2020 was received. It was agreed that an aged debtors list would be included in the accounts at the next committee meeting.  
 It was agreed that any tips left from the Hub would be given to charity as they had done previously.  
 The Clerk informed the meeting that the old maintenance van had been sold.
- 20.55.02. To receive the External Auditor report and certificate for 31<sup>st</sup> March 2020 from PKF Littlejohn LLP.  
 The external audit report and certificate for 31<sup>st</sup> March 2020 was received.
- 20.55.03. To consider the grant request from St Peter's Oundle Clock Fund.  
 The grant of £300 was approved.  
**Proposed:** Cllr Robinson      **Seconded:** Cllr Chapple      **Resolved:** All in favour
- 20.55.04. To consider budget information and guidelines from Northants CALC.  
 The information was received.
- 20.55.05. To review the Financial Regulations for approval at the next full council meeting.  
 It was agreed that the reference to the Hub would be removed from the Financial Regulations before approval at the November full council meeting.
- 20.55.06. To consider carrying out an internal control of the Council's finances and procedures via Zoom and appoint a member of the Finance & General Purposes Committee to act as interim Verification Councillor.  
 It was agreed that the Clerk would ask Cllr Hutton to be the interim internal control verification officer. If it was not convenient it would be discussed at the November full council meeting.
- 20.55.07. To consider and approve the budget for 2021 / 2022 for full approval at the November Full Council meeting.  
 It was agreed that the notes on the Repairs and Maintenance column for the Cemetery would be amended to read £11k R&M. Following a discussion about the proposed band D rate increase it was agreed that a further £74,500 would be added to the budget to increase the reserve fund.  
 It was agreed that the draft budget be circulated to all Councillors. The budget would be put on the December full council agenda and QVH agenda for approval in order to give all Councillors enough time to read it.

**FGP20.56. Any other business for Report only**

There being no further business the meeting closed at 8.10pm

Signed:.....



Dated:.....

8<sup>th</sup> Dec 2020