



Oundle Town Council

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Minutes of the Town Council Finance & General Purposes Committee held on Tuesday 13th June 2017 at 7.30pm in The Oundle Suite, Fletton House, Oundle.

Present: Cllrs: Cllr Sparkes, Cllr Chapple, Cllr Peel, Cllr Best and Cllr Glen
Clerk: Emma Baker

FGP17.01. Apologies for Absence

- 17.01.01. To receive apologies for absence.
None
17.01.02. To accept apologies for absence.

FGP17.02. 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.)

- 17.02.01. To declare any Disclosable Pecuniary Interests.
None
17.02.02. To declare any Other Interests.
None

FGP17.03. 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.

FGP17.04. Consideration of Requests from Interested Parties

None received.

FGP17.05. Minutes of Previous Meetings – Finance & General Purpose

- 17.05.01 PROPOSITION: 'To approve and sign the minutes of the Finance & General Purposes Committee meeting held on 11th April 2017 as an accurate record.' (*Standing Order 10c*)

Proposed: Cllr Chapple Seconded: Cllr Glen Resolved: 2 in favour 2 abstentions

Cllr Glen was appointed Head of Finance.

Proposed: Cllr Chapple Seconded: Cllr Peel Resolved: All in favour

FGP17.06. Financial Matters

- 17.06.01 To receive the balance sheet and income and expenditure report up to 30th April 2017
The balance sheet and income and expenditure for April 2017 were received following the report from Cllr Glen.
- 17.06.02 To receive the balance sheet and income and expenditure report up to 31st May 2017
The balance sheet and income and expenditure for May 2017 were received following a report from Cllr Glen.
- 17.06.03 To review the Internal Audit Report
Cllr Sparkes reported on the internal audit. The Internal Auditor went through the items that had been highlighted in the Intermediate audit from December to find out whether the Council had addressed them.
There was a discussion about whether we should investigate having another audit on the figures however it was agreed that we should draw a line under the 2015/2016 accounts and move forward. It was agreed that the Council had already reviewed and approved the Internal Controls and the Financial Risk Assessment. The Financial Regulations and Standing Orders are in the process of being updated.
- 17.06.04 To receive and update on the new model Financial Regulations and agree amendments
It was agreed at the April finance meeting that the Clerk would find out if we could include cash handling procedures for The Hub and if the figure in 14.2 could be amended to £500.00. The Internal Auditor informed the Clerk that we can amend any figure that was not in bold and we can include specific procedures that relate to Oundle Town Council. There was a discussion regarding the new Financial Regulations and it was felt that some more time was needed to go through them in detail. It was agreed that approval would be deferred to the June Full Council meeting.

Proposed: Cllr Chapple **Seconded:** Cllr Peel **Resolved:** All in favour.

- 17.06.05 To review the Fixed Asset Register.
The review of the fixed asset register was agreed. However, it was noted that further reviews would be carried out to get the full document up to date.

Proposed: Cllr Peel **Seconded:** Cllr Chapple **Resolved:** All in favour.

- 17.06.06 To receive an update on the Sage Accounting upgrade and to approve the assistance of Bluemoon to help with the Transfer of data.
The Clerk informed the meeting that Bluemoon have installed the Sage upgrade on our system. During the installation they flagged



some concerns related to the transfer of transactions. It was agreed that the Sage expert at Bluemoon would carry out the transfer all the data on our behalf

A budget of £800.00 was agreed for Bluemoon to assist with the transfer.

Proposed: Cllr Sparkes **Seconded:** Cllr Chapple **Resolved:** All in favour

Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c).

The press and public were asked to leave the meeting at 8.31pm.

Proposed: Cllr Sparkes **Seconded:** Cllr Chapple **Resolved:** All in favour

- 17.06.07 To discuss the Town Council's accounting practices for 2017-18.
An update was received on the use of debit cards and whether a pre-paid credit card should be applied for to agree with the Financial Regulations.
An update regarding the Epos till system was received.

The press and public were invited back in the meeting at 21.06pm

FGP17.07. Correspondence for Action
None.

FGP17.08. Correspondence for Information
None.

There being no further business the meeting closed at 9.08 pm

Signed:..........

Dated:.....11/7/17.....