



Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP
Telephone 01544 239098 email: clerk@kingtontowncouncil.gov.uk



Minutes of the Finance & General Purposes Committee Meeting

held via video conferencing on Monday 27th July 2020

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

PRESENT

IN ATTENDANCE

Cllr. R. Banks - Chairman
Cllr. E. Banks
Cllr. M. Fitton
Cllr. R. Griffiths
Cllr. R. Widdowson

Liz Kelso - Clerk

Agenda Item

Actions

- | | | | |
|--------------------------|----|---|--|
| F&GP 009-2020 | 1. | Apologies, declarations of interest and requests for dispensation
There were no apologies, no declarations of interest and no requests for dispensation. | |
| F&GP 010-2020 | 2. | Minutes of the previous meeting
Minutes of the meeting held on 6 th January 2020 were adopted and the Chairman authorised to sign the minutes as a true record of proceedings at that meeting. | |
| F&GP 011-2020 | 3 | Update on financial matters since the last meeting
The Clerk reported that since the last Finance meeting, the budget and precept had been approved by Full Council. Subsequently however, it had been agreed at Full Council to add an additional budget item of £5,000, funded from reserves, to cover any unexpected expenditure relating to the Covid 19 pandemic. To date, there has been a very small amount of expenditure to purchase telephone answering equipment for the office and to support the volunteer group working within the town | |
| F&GP 012-2020 | 4 | Accounts for the year ended 31.3.2020 and internal audit report
Accounts for the year ended 31.3.2020 have now been signed off by Full Council but the Committee group reviewed the detail and had no questions relating to the figures. Similarly, there were no issues raised by the internal audit report that required further consideration. It was agreed that in accordance with recommended practice, that the appointment of an internal auditor be reviewed in the coming year with a view to seeking alternative quotations for consideration. | |

- F&GP 013-2020** 5 **External audit and procedures for the exercise of electors rights**
Members noted that the timetable for external audit this year has been amended by the Government to reflect the difficulties arising out of the Coronavirus lockdown. External auditors have requested submission of documents for audit by 31st July and this deadline has been met.
- The period for the exercise of electors rights has also changed for this year and the date set for the period to start at the beginning of September which is the latest that this can be set for 2020, in order to arrangements for examining accounts and supporting documents can be in accordance with the latest government advice on social distancing etc. It was agreed that in order to ensure the safety of members of the public and staff that any inspection is by appointment only, to take place in the Training Room in a manner that is socially distanced according to the guidance applicable at the time and that masks are worn by anyone examining the accounts etc. An appropriate risk assessment will be documented before this takes place.
- F&P 014-2020** 6. **Tarmac Landfill Communities Fund**
Members noted that the deadline for submission of the final claim under this Fund has been extended to mid-September, enabling some final work to be carried out on the land at Crooked Well. Quotations for work on the trees are being sought and will be presented to Full Council in August.
- F&GP 015-2020** 7 **Impact of Coronavirus on Town Council Business**
Members noted that there has been little impact on the day to day business of the Town Council from the lockdown for Coronavirus although matters related to the Recreation Ground have required additional hours on the part of the Green Spaces Administrator and Recreation Ground staff. Working from home does not appear to have impacted on the service levels to residents to the extent that a review of working practices generally might be beneficial in the future. Social distancing guidelines mean that Town Council meetings cannot be held in the usual room at the Old Police Station so there was some discussion about potential alternative venues and concurrent digital access to meetings in the event that there is a return to face to face meetings in the future whilst there is still a requirement for social distancing. This will be reviewed and proposals brought back to the next meeting.
- F&GP 016-2020** 8 **Review of expenditure against budget**
The clerk presented a printout showing current expenditure levels against budget and it was noted that expenditure is largely in line with that expected for the first quarter. Use of the new software is working well and the reports available are more informative than that previously available.
- F&GP 017-20** 9 **Date of next meeting and items for the agenda**
The date of the next meeting will be confirmed but the committee agreed in principle to meet quarterly in the month after each fiscal quarter finishes. The following items were raised for the next agenda:
- Use of payroll provider
 - Overview of Recreation Ground Trust accounts
 - Appointment of internal auditor

- Budget setting process for the forthcoming year

There being no further business, the meeting was declared closed at 7.30pm.

Chairman

Date: _____

DRAFT