

# STURMINSTER NEWTON TOWN COUNCIL

## MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 23rd July 2020 on Zoom.US at 7.15pm

### Present:

Councillor G Rose (Chair)

Councillor N Dobson (Vice Chair)

Councillor C Fraser (ex officio)

Councillor Taylor

Councillor H Lacey (ex officio)

Councillor M Roake

Councillor A Donaldson

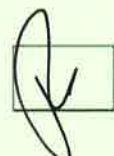
In Attendance: One member of the Public, Cllr M Jones and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/14/20	PUBLIC SESSION No comments were made or questions asked.	
FP/15/20	APOLOGIES FOR ABSENCE No apologies were received	
FP/16/20	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/17/20	MINUTES OF THE PREVIOUS COMMITTEE MEETING <b>The minutes of the Finance &amp; Personnel Committee Meeting held on 22.01.20 having been circulated and publicised prior to the meeting were taken as read and APPROVED for signature by the committee chairman as a true and correct record.</b>	Cllr Rose Cllr Lacey
FP/18/20	STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 30 <sup>th</sup> June 2020. <b>The Balance Sheet as at 30.06.2020 was APPROVED.</b>	Cllr Rose Cllr Dobson
FP/19/20	BUDGET COMPARISON The Town Clerk presented the Budget Comparison as at 30 <sup>th</sup> June 2020. <b>The Budget Comparison as at 30.06.2020 was APPROVED.</b>	Cllr Dobson Cllr Taylor
FP/20/20	CONFIRMATION OF ROUTINE MONTHLY CHECKS The Committee noted the report of the inspections carried out by Cllr Rose for the months of March to June.	



FP/21/20	<p>PROCESS FOR THE AUTHORISATION OF PAYMENTS Following consideration of the revised process. <b>The Committee resolved to RECOMMEND the adoption of the revised Council payment process on a trial basis until the 31<sup>st</sup> March 2021.</b></p>	<p>Cllr Rose Cllr Donaldson</p>
FP/22/20	<p>INTERNAL AUDIT RISK ASSESMENT Following consideration of the Internal audit risk assessment circulated with the agenda. <b>The Committee resolved to RECOMMEND that the recommendations of the internal auditor should be implemented.</b></p>	<p>Cllr Taylor Cllr Donaldson</p>
FP/23/20	<p>RE-STRUCTURE OF COUNCIL RESERVES  Following consideration of the report circulated with the agenda. <b>The Committee resolved to RECOMMEND that the earmarked reserves should be restructured.</b></p>	<p>Cllr Rose Cllr Donaldson</p>
FP/24/20	<p>HEALTH AND SAFETY AUDIT The committee noted the summary of actions arising from the annual health and safety audit.</p>	
FP/25/20	<p>STAFF TRAINING The Clerk updated the committee on staff training activities; Louise Plumridge has completed the SLCC Introduction to Local Council Administration. The committee asked the Clerk to pass on their congratulation to Louise.</p>	
FP/26/20	<p>INFORMATION FROM MEMBERS  No information was shared by members</p>	
FP/27/20	<p>EXCLUDE MEMBERS OF THE PUBLIC  <b>In exercise of the power conferred by the Public Bodies (Admission to Meetings) Act 1960, Section 1(2) the Committee RESOLVED that member of the public and press be excluded from the Meeting on the grounds that the business to be transacted being of a confidential nature it is likely that personal and/or exempt information would otherwise be improperly disclosed and members would feel unable to discuss the matter freely.</b></p>	<p>Cllr Taylor Cllr Rose</p>
FP/28/20	<p>STAFFING MATTER Following consideration of the report circulated with the agenda. <b>The Committee resolved to implement the recommendations contained in the report with effect from 01.04.2020</b></p>	<p>Cllr Rose Cllr Taylor</p>

**The Chairman declared the meeting closed 7.55 p.m.**



Approved on.....8/11/20.....Chairman's signature.....



Chair's initials: 