

MINUTES OF THE ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE
MEETING HELD ON 27th April 2021.
Held by Zoom at 7 PM.

Present Councillors P Beadle, R Coleman, D Jones, B Howes, R Nunn, B Poulter & G Robinson.

Also Present: Acting Town Clerk: Carol Mobbs.

It was noted that the chairman of the Administration, Finance and Development committee was unable to attend the meeting and had sent in his apologies and a volunteer chairman was requested for the current meeting. Cllr G Robinson volunteered the Deputy Mayor to chair the meeting and, in the absence of any other volunteers, he was in agreement and accepted.

1. APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs T Hirons and S Hill and they were accepted.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.

None received.

3. ASSET REGISTER.

It was noted that the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils. It was **RECOMMENDED** that the above depreciation clause should be added to the Town Council's Standing Orders.

It was **RECOMMENDED** that an Asset Register Working Party should be created to allow a full appraisal of the Asset register. Cllrs P Beadle, R Coleman, B Howes, B Poulter, R Coleman & G Robinson including the Acting Town Clerk volunteered to complete the Working Party. The Working Party must complete the appraisal by 23rd June 2021 due to the annual Health & Safety being due.

It was **RECOMMENDED** to accept the Town Council Asset Disposal Form as a working document, and should adjustments be necessary they can be made as and when required.

4. REVIEW OF THE FINANCIAL REGULATIONS.

It was **RECOMMENDED** that the Acting Town Clerk should check the Contracts Finders Website to clarify the exact wording and figures so that the Financial Regulations can be amended to mirror the exact information published in respect of the Public Procurement Thresholds.

It was also **RECOMMENDED** to amend Paragraph 5.1 of the Financial Regulations as follows:

The Banking Mandates for all bank accounts held shall be reviewed annually at the Annual Town Council meeting following the appointment of Mayor and election of Deputy Mayor. Further, the revenue expenditure limits in Clause 4.5 will be reviewed at the first Administration, Finance and Development meeting of the new council year, and the Financial Regulations

amended accordingly along with any other required changes. This therefore moves the review date for the Financial Regulations to June from October.

5. **RISK ASSESSMENTS.**

Members noted the completion of the signing off the current Risk Assessments.

6. **EAR MARKED RESERVES.**

It was **RECOMMENDED** that all monies should remain in the Unity Bank current account.

7. **TRANSPARENCY RULES.**

Members noted the information.

8. **DATE OF NEXT MEETING.**

The date of the next meeting is Tuesday 22nd June 2021 at 7 pm.

The meeting closed at 19 37 pm.

SIGNED.....

DATED.....