



Lutterworth Town Council

QUALITY
TOWN
COUNCIL

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Carol Mobbs

Acting Town Clerk

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22nd April 2021

MEETING OF THE ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE

Councillors:

S Hill

P Beadle

R Coleman

T Hirons

B Howes

D Jones

R Nunn

B Poulter

G Robinson

Dear Councillors,

You are hereby Summoned to attend the meeting of **ADMINISTRATION, FINANCE & DEVELOPMENT MEETING** held by Zoom on **TUESDAY 27th April 2021** commencing at 7pm.

Join Zoom Meeting

<https://zoom.us/j/92291506895?pwd=TVFReU9oWnZCNDB3QUVnZUIPRHFCUT09>

Meeting ID: 922 9150 6895

Passcode: Admin

The purpose of the meeting is to consider the enclosed agenda.

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

Yours sincerely,

Carol Mobbs
Acting Town Clerk

22nd April 2021

**ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE – CLERK'S
REPORT.**

1. **APOLOGIES FOR ABSENCE.**
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.**
3. **ASSET REGISTER.**

The asset register agenda item was deferred from the Administration, Finance and Development meeting dated 23 February 2021 to allow the Acting Town Clerk to obtain confirmation on the depreciation on assets for a Town Council.

Confirmation below.

Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, 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.

The Acting Town Clerk has requested if a small work party from Administration, Finance and Development Committee can be created to fully review the Asset Register which needs to be completed by the 23 June 2021 as per the Financial Regulations:

13.6 when The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

The Acting Town Clerk can confirm that the Ellis Whittam's Health & Safety Audit date has been agreed for 23rd June 2021.

The Acting Town Clerk can confirm that it was recommended that a form was to be created for the procedure of an item of Asset requiring writing off and removal from the asset register. This is still a work in progress but please see attached form. If there are any amendments or recommendations needed please advise.

4. **REVIEW OF THE FINANCIAL REGULATIONS.**

The review of the Financial Regulations was deferred from the Administration, Finance and Development Committee meeting dated 23rd February 2021 to allow the Acting Town Clerk to obtain the confirmation on the depreciation of assets as this information would be reflected within the Financial Regulations.

Please see agenda item No 3.

NALC has confirmed changes to the Public Procurement Thresholds which will affect the

Town Council Financial Regulations. Page 14 item 11.2 should now read:

- a) For public supply and public service contracts 209,000 Euros (£189,330)
- b) For public works contracts 5,225,000 Euros (£4,733,252)

BANKING MANDATES.

The Financial Regulations require amendment to section:

5 Banking arrangements and authorisation of payments.

5.1 Require amending to stipulate the banking mandates shall be ~~regularly~~ reviewed annually for safety and efficiency after the Annual Town Council meeting in May and within the first Administration, Finance and Development meeting once a new chairman has been elected.

5 RISK ASSESSMENTS.

The risk assessments have been reviewed and signed off and the Acting Town Clerk can confirm that there is no liability to those councilor's who have signed them off. They have also been signed off by the Acting Town Clerk.

List of Risk Assessments that require adding to the register.

- A) Play Area Equipment Inspections
- B) Memorial Garden Sign Removal
- C) War Memorial Centenary
- D) Use of a Blow Torch

6 EAR MARKED RESERVES.

The Acting Town Clerk can confirm that the current account balance in the Unity Bank as of 31st March 2021 was £123360.29 and requests the Administration, Finance and Development Committee to review and decide if any monies need transferring to ear marker reserves or remain in the general reserves.

Town and Parish Councils need to be reminded that they should have between 6 – 12 month's revenue available at any one time. Copy of current listing of Ear Marked Reserves enclosed.

7 TRANSPARENCY RULES.

Due to the changes in transparency rules the last Administration, Finance and Development Committee meeting dated 23rd February 2021 requested the Acting Town clerk to update the Town Council website with the Financial Regulations on an annual basis.

Due to the Financial Regulations requiring amendment the Acting Town Clerk has deferred updating the Town Council website with the current Financial Regulations until they have been signed off by the Administration, Finance and Development Committee at today's meeting.

The Financial Regulations which are currently on the Town Council website are dated 19th October 2019.

8. **DATE OF NEXT MEETING.**

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



Carol Mobbs
Acting Town Clerk