



**Tadley Town Council**  
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**TADLEY**  
**Hampshire**  
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**6 April 2021**

You are summoned to attend a meeting of **Finance & General Purposes Committee** as detailed below:  
Nicki Barry, Clerk

**DATE, TIME AND LOCATION: 12 April 2021 at 7.30pm via Zoom**  
Meeting ID: 9999813360 Passcode: 9813360

**MEMBERS:** Cllrs: Burdett, Flahive (Chairman), Hankinson, Leeks, Leliveld, Lovegrove, Mullan, Page and Slimin

### **AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting. To receive any applications made by Members for a dispensation to allow them to speak and vote on an agenda item in spite of a disclosable pecuniary interest.

**3. MINUTES**

To receive and confirm the accuracy of the minutes of the Finance & General Purposes Committee meeting held on 8 February 2021 the contents of which will be taken as correct unless there is a specific resolution otherwise.

**4. OPEN FORUM**

The meeting will recess for not more than 15 minutes for questions and comments from members of the public.

**5. INTERIM AUDIT REPORT**

To receive the interim audit report. **Attached.**

**6. ANNUAL TREE SURVEY**

To receive a quotation from Martin Dobson.

**7. REQUEST TO PURCHASE TADLEY TOWN COUNCIL LAND**

To receive a request from a resident to purchase a 3-meter-wide strip of land to the side of 10 Whitedown Road.

**Action Plan - Matters Arising From Audit.**

<b>CONTROL AREA</b>	<b>ISSUE</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>
Invoice authorisation	It is not a requirement that members sign every invoice for payment, but they must still approve the payment list To clarify authorisation, a grid stamp may be useful to the council.	The council may wish to consider purchasing an invoice stamp.	At the end of each month a payment list will be emailed to the Chairman and Vice Chairman for approval.
Payment listing	The payment list included in the minutes does not include clear reasons for expenditure.	Changing which daybook report is used will bring the council towards best practice.	Revised daybook report to be used.
Fixed asset register	The council asset register includes several items which are very old and would appear to have been replaced by later purchases.	Please could members review the whole of the register to ensure that only currently held and used assets are listed (and insured)	Fixed asset register has been reviewed.
Approved budget	The budget once approved should be uploaded to the website as it is a public document.	Please ensure that the budget for each year is added to the relevant web page.	Website updated.
Minuted management accounts	The council is currently receiving the full nominal activity report when a summary might make oversight simpler. (also raised last year)	The balance sheet and profit and loss reports produced by the accounting system should be provided to members regularly.	The balance sheet and profit and loss reports produced by the accounting system have been presented to the Finance & General Purposes Committee since August 2020.
Public attendance at virtual meetings	It is good practice to minute the number of public attendees at all meetings – even if virtual and nil.	Please update the minute template so that this proof of democratic engagement is always recorded.	Nil public attendees will be minuted.
Reserves	The overall reserves of the council remain significantly in excess of the guidance. COVID has impacted projects in the short term. (raised last three years)	The council should review and bring forward projects to make best use of funds precepted from taxpayers.	Members have reviewed the reserves.
Budget reporting	The accounting software used by the council has no capacity for budgeting, budget comparisons or forward budgeting. The budget is therefore based on a spreadsheet. (also raised last year)	The council should look at 'add ons' that will allow proper budget functionality to be linked to the live accounting data.	The council will look at 'add ons' that will allow proper budget functionality to be linked to the live accounting data.