

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 12 APRIL 2021**

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

**In Attendance:** Clerk, no members of the public

**1. APOLOGIES**

There were none.

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

There were no declarations of interest or dispensation requests.

**3. MINUTES**

**25/21FGP** It was

**RESOLVED (8/0/0)** to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 8 February 2021.

**4. OPEN FORUM**

There was no requirement for an open forum.

**5. INTERIM AUDIT REPORT**

The interim audit report was received.

**26/21FGP** It was

**RESOLVED (8/0/0)** to accept the report as attached.

**6. ANNUAL TREE SURVEY**

A quotation was received from Martin Dobson.

**27/21FGP** It was

**RESOLVED (8/0/0)** to accept the quotation of £1350.

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

A request was received from a resident to purchase a 3-meter-wide strip of land to the side of 10 Whitedown Road.

**28/21FGP** It was

**RECOMMENDED (8/0/0)** in line with Tadley Town Council's policy, to refuse the request.

The meeting closed at 7.36pm.

Signed: .....

Dated: 14 June 2021

**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Fixed asset register	The council asset register includes several items which are very old and would appear to have been replaced by later purchases.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.