



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Finance Committee

29 October 2020

Held via Skype due to COVID-19 restrictions

Present: Councillors R Nichols (Chairman), S Budd, C Johnson, D Somers and S Al Hassan

Attendees: Kath MacConnachie (Town Clerk and Responsible Finance Officer)

128. **Apologies**

Apologies for absence were received from Councillors Todd, Hunt and Hill.

129. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

130. **Minutes of 24 September 2020**

It was **Resolved** that the minutes of 24 September 2020 were an accurate record of the meeting.

131. **Outstanding items from these minutes**

There were no outstanding actions from these minutes.

132. **Bank Statements & Bank Reconciliations**

Councillor Somers reported that he had attended the Town Council Office to reconcile the bank statements up to and including August 2020. He confirmed to members that these balanced and that he had signed the documentation. Members accepted this report from Councillor Somers.

133. **Chairman's expenses**

It was **Resolved** that agreed a remembrance wreath would be purchased by the Chairman, to the value of £25, to be charged to Chairman's Expenses. This would be laid by the Chairman at upcoming remembrance service.

134. **Payments**

The meeting considered the schedule of payments for October 2020 which was circulated in advance of the meeting.

An additional payment of £320+VAT for the Voice publication articles was noted. It was **Resolved** that this should be added to the October payments list for processing.

It was **Resolved** that the payments be approved and authorised for payment by the Chairman and Clerk.

Action: Clerk and Councillor Nichols

135. **To appoint South Gloucestershire Council as internal auditors for 2020/21**

It was **Resolved** to approve the appointment of South Gloucestershire Council to conduct the internal audit services for the council for 2020/21. The full year cost was noted to be £765 (daily rate of £255+VAT).

136. **Quarterly budget report**

The Clerk drew member's attention to the budget monitoring report and data that had been circulated in advance. The Clerk talked through the items noted in the briefing document and invited questions from members. There were no comments.

137. **Items to report from members**

There were no items to report from members.

138. **Date of next meeting:** Thursday 26 November 2020, 19.00 by Skype