



Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall

At 10.00 am Monday 30th January 2023

Those Present: Cllr K Edwards (KE), Cllr H Ellwood (HE) (Deputy Mayor), Cllr Johanna Maitland (JM), Cllr A Stott (AS), Cllr A Williams (AW). And John Stewart

Chair: Cllr Amanda Stott

Officer: Julie Mason Town Clerk

Declaration of Interest – NIL

Public forum time

Nobody present.

FA 01/23 To receive and approve apologies for absence:

Cllr K Larby due to a family illness.

FA 02/23 To receive and confirm the Minutes (FA 38/22- 44/23) of the meeting held on 21st November 2022.

RESOLVED the minutes were accepted as a true and accurate record.

FA 03/23 To receive updates from the minutes

- i) The safe had now been installed to accommodate the Mayor's chain. The Mayor has a set of keys to the Town Hall to allow him access outside the working hours.
- ii) The new sensors in the Civic Hall are being installed in February.
- iii) The actions from the Internal Auditors report have been actioned.

FA 04/23 To discuss the Grants application process and include the swimming budget to local schools.

The Committee debated the current application form for grants from the Town Council. It was felt a limit should not be placed on the value of the grant as the Committee can then decide to give a contribution towards to total grant value if above the budget allocation. The process of the swimming funds was debated as Bollington Cross School had received no grant in 2021/22 as it was towards transport and their school pupils walked to swimming lessons. This primary school felt the Town Council's criteria was unfair as it should be towards the cost of swimming as it was an excessive cost (over £1,000 in the autumn term) to the schools. He felt it should be more transparent. It was noted a grant was given to Bollington Cross school in 2019/20.

RESOLVED the Clerk would approach all the head teachers from the local schools and ask where the monies were allocated and report back to the next meeting to make a decision for 2022/23.

The Committee decided the following recommendations should be made to the grant application process.

- i) The bank account has to show the matching one as presented on the grant application form
- ii) The group/organisation applying must provide feedback and receipts or the grant could be asked to be refunded to BTC.
- iii) There should be a section explaining the process of the methodology of allocating the swimming budget to schools.

It was agreed the Chair and the Clerk would revise and report back at the next meeting for consideration.

FA 05/23 To resolve to accept the Risk Assessment 2022/23

The Committee made the following recommendations to the Risk Assessment.

- i) If the clerk was to leave or be off sick the process of payments and salary payments should have a contingency plan.
- ii) The Town Hall needed to be included.
- iii) The statutory compliance of the assets should be referred to as completed e.g., fire risk assessment.
- iv) Social media risk needed to be included including third parties.
- v) The Clerk was asked to check if the Civic Hall was subleased or freehold.

RESOLVED subject to the following recommendations the Committee recommended it to Full Council.

FA 06/23 To agree targets in Corporate Plan for 2023/24

The Committee noted there was little finance and audit information in the current Corporate Plan.

It was agreed the Chair and the Clerk would redraft and add the detailed planning of the budget , quarterly reconciliations, checking of best value for money. The appointment of an internal and external auditor to check we are up to public scrutiny of public funds and compliant. To ensure we follow our Financial Regulations and an agreed financial robust process.

FA 07/23 Date of Next Meeting: Monday 13th March 2023 @ 10.00am in the Town Hall.

Meeting closed at 10.45 am