

Please note these are notes of the meeting until approved by the Council as a true record

## **Minutes of the Finance and Policy Meeting held on 7<sup>th</sup> January 2021 at 7pm via video conferencing**

Present : Cllr Elaine Lowe (Chairman)

Cllr M Gibson Cllr S Haddock Cllr D Mangion Cllr T Taylor Cllr B Rose  
Cllr K Wood

Also present: Mrs Y Smith (Town Clerk) (TC)

Absent-Cllr A Wright  
Cllr T Kemp was unable to connect into the meeting.

### **1. Apologies**

None

### **2. Declarations of Interest under the Localism Act 2011**

None

### **3. Review of New Policies**

#### **a. Development Control Policy**

**ACTION-** TC to contact Horncastle TC to see if they have a policy.

#### **b. Recruitment**

**ACTION-** To be placed on next agenda and Cllr Gibson to review before that date.

#### **c. Information and Communications Technology**

**ACTION-** To be placed on next agenda

#### **d. Green Space Audit**

TC explained that this was not a policy but an audit which needed to be undertaken. Cllr Gibson said that the Assets of Community Value needs some work on it and this would be included in the audit.

It was **RESOLVED** to put Green Space Audit on the Community Action Agenda

### **4. Review of Policy Review List and extension of Review Dates**

TC explained that as a lot of the policies had been written at the same time, there were a lot due for review on the same date. She said that it may not be necessary to review every year if there had been no changes in legislation and that not all policies were covered by legislation.

Cllr Gibson agreed to review the expenses policy and to see if the suggested Members Allowance Policy could be incorporated as Town Councillors do not have an allowance.

**ACTION-** Cllr Gibson to review the Communications Policy and to check if the suggested Correspondence Policy is covered in that policy.

It was **RESOLVED** to review four policies per month and to stagger the review dates.

### **5. Review of Current Budget 2020/21**

As there were some budget lines which were not going to be used during the current year, it was agreed to vire £1000 from the 'Twinning' allocation to 'Various Donations' and to vire £2000 from Tourism to 'Miscellaneous Contractor'. The Miscellaneous Contractor line had gone over budget due to the work undertaken by the handy man plus hedge cutting, cemetery works etc.

It was **RESOLVED** to appoint a contractor to erect a new fence at no 1 Old Market Avenue due to the second wall collapse and to report back to the committee.

Please note these are notes of the meeting until approved by the Council as a true record

It was **RESOLVED** to contact Scorer Hawkins regarding the Church Wall and ask for a reply by 26<sup>th</sup> January.

**6. Review of the Annual Governance and Accountability Return 2019/2020, note the comments made by the External Auditor and make recommendations for the 2021/22 return.**

**ACTION-** To be placed on the next Finance Agenda in March.

It was **RESOLVED** that Mablethorpe Town Clerk be the internal auditor for the 2020/21 audit.

**7. Review and make recommendations to Full Council for the Annual Governance and Accountability Return Section 1 Annual Governance Statement 2021/22 prior to the end of the financial year.**

TC reported that the Council had been criticised for not putting the period for Exercise of Public rights which had been given by the External Auditors even though dates had been published. It was not possible to put the dates on as the books were still at the internal auditors so would not have been able to be viewed. The Council was also criticised for not publishing the dates whereas the dates had been put on the Council website and in noticeboards.

It was **RESOLVED** that all members look at the AGAR Section 1 prior to the next meeting.

**8. Purchase of a purpose-built software accounting system to replace the current excel system.**

Cllr Taylor said that the system had all the attributes that the Council will need. He continued that as part of the software, the allotments and cemetery package would be required.

Cllr Lowe said that it would make life a lot easier for the clerk and would save a lot of staff time.

Cllr Rose said that if the Council had the money then he would propose it.

It was **RESOLVED** to purchase Scribe Accounting Software for Parish Councils.

**9. Items for Next Meeting**

AGAR part 1

Transfer of Assets

**Policies**

Allowances and Expenses

Correspondence

Recruitment

ICT

The Chairman closed the meeting at 8.15pm