

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held at Assembly Rooms Queen Street, Barton
MONDAY 7th October at 5.30pm**

Councillor N Pinchbeck (Vice Chairman)
Councillors L Bennet, P Vickers, N Jacques, C Patterson, and B Troop
Also in attendance T Davis (Town Clerk)

153. **Apologies for Absence**

Cllr A Chapman (Work Commitments)

154. **Declarations of Interest**

None.

155. **Minutes of Meeting held on 5th June 2024 approved and confirmed as a correct record at a meeting of the Town Council held on 10th July 2024**

It was noted that these minutes had been signed as a correct record, for action as necessary, at an ordinary meeting of the Town Council held on 10th July 2024

156. **Internal Audit Priorities & External Audit 2023-2024 Except for Matters note**

Town Clerk shared the previous Internal Audit Priorities with members and highlighted the areas to concentrate on. Risk Management Review which will form part of the Personnel Agenda was discussed. There will be a more in depth discussion at the next Personnel Meeting and the non-staff risks to be identified within the Internal Audit Working Group.

Asset Register, Insurance updates to be presented to the next F&GP Meeting in November 2024.

157. **To consider Financial Items –**

a) **Income and Expenditure September 2024**

Members queried why the Assembly Room budget was way over and this is due to the windows and lift expenditure which will be moved when reserves are transferred.

AGREED Proposed Cllr C Patterson, Seconded Cllr P Vickers
Noted with the amendment to separate the Youth Club Cost Centre to be income and expenditure.
Unanimous

b) **Bank Reconciliation September 2024**

Committee noted that all bank reconciliations have been checked and signed by the Chairman of F&GP up to date.

c) **Formal Review of Risk Management (I A Report 2024 Recommendation 1)**

All of the Risk Management for the Town Council to be reviewed by the Internal Audit Group and by the appropriate committees. Town Clerk to present work on this at future F&GP Meetings with a view to complete by the end of the financial year.

158. **Update from the Internal Audit Working Group who have met with the Town Clerk recently to include review of Council’s Financial Regulations**

One area to highlight is the bank payment second authorisation. At present either the Deputy Clerk or Town Clerk sets the payment up as a future payment and then this is checked before the payment goes through. It is possible to set this up on the internet banking so that the payment does not go through until the other Clerk has logged in and checked and not down as a future payment.

AGREED Proposed Cllr L Bennet, Seconded Cllr B Troop
Council banking system must have the second authorization facility within the banking in order for no payments to go through without the second authorization within the bank system.
Unanimous

All areas of the Financial regulations to be reviewed and presented to future F&GP Meetings.

159. **Budgets 2024-2025**

Town Clerk to include committed expenditure on the reports. Salaries to projects should be re-charged. To calculate staff costs for the Market day. Further information to be brought to the next F&GP meeting for the Budgets 2025-2026.

160. **To adopt a publication scheme in compliance with Freedom of Information Act (I A Report Recommendation 18)**

AGREED Proposed Cllr B Troop, Seconded Cllr N Jacques
Town Clerk to research and bring to the next F&GP for approval.
Unanimous

The Vice Chairman, Councillor N Pinchbeck closed the meeting at 18:19

.....Vice Chairman 7th October 2024