

**Minutes of the Finance & Partnership Committee**

**held in the Council Chamber, Emersons Green Town Council,**

**1900hrs on Monday 8<sup>th</sup> of July 2024.**

**Present:** Councillors James Hunt (Mayor), Colin Hunt (Deputy Chair), Graham Hutter (Chair), and Tina Potter.

**Absent:** None.

**In attendance:** Joanne Bryant (Town Clerk), and Jane Wray (Deputy Town Clerk & RFO)

**Apologies:** None.

**Public:** One public member.

**Notes:** The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

**FPC\_2024.016 Welcome and Introductions.**

**Minutes:** The Deputy Mayor welcomed everyone present at the meeting and explained the emergency procedures.

**FPC\_2024.017 Declaration of Interest – Localism Act 2011.**

**Minutes:** None declared.

**FPC\_2024.018 Public Participation.**

**Minutes:** One member of the public was present to address the Council on item FPC\_2024.021. The Chair explained that the member of the public will be given the opportunity to present to the committee for a maximum of five minutes in accordance with the guidance notes.

**FPC\_2024.019 Minutes.**

**Motion:** It was proposed by Cllr James Hunt, seconded by Cllr Colin Hunt, and resolved that:

**Resolved:** The *Minutes of the Finance & Partnership Committee, held on the 6<sup>th</sup> of June 2024* copies having been circulated, be approved as a correct record, and signed by the Mayor.

**Minutes:** The minutes were signed at the meeting by the Chair.

**FPC\_2024.020 Outstanding items.**

**Minutes:** At the invitation of the Chair, the RFO provided an update.

**FPC\_2024.021 Grants**

To consider a grant application from Artintro Workshops for £3000.00 towards the cost of 9 different artwork shops. 3 sessions for young people, 3 sessions for older people, and 3 sessions for young adults with special needs and make a recommendation to Full Council if appropriate, copies having been circulated.

**Minutes:** At the invitation of the Chair, the Artintro representative spoke to the committee and answered questions from them.

**Resolved:** The Committee declines the application in its current form.

**Minutes:** Following the completion of Emersons Green Youth Art Project, a report was received from Sudafest, copies having been circulated.

**FPC\_2024.022 Bank Reconciliations.**

To review the latest bank reconciliations.

**Minutes:** The Council received the circulated documents, and they were signed by the Chair.

**FPC\_2024.023 Monthly Payments & Investments.**

- To consider the monthly payments list, copies having been circulated, be approved, and signed by the Chair.
- To consider the transfer of £200,000 from the Savings Account to Current Account.
- To consider closure of Barclays Savings Account.

**Motion:** It was proposed by Cllr Colin Hunt, seconded by Cllr James Hunt, and resolved that:

**Resolved:** The *Payments List* copies having been circulated, be approved as a correct record, and signed by the Chair.

**Minutes:** The Chair signed the payments list.

**Motion:** It was proposed by Cllr James Hunt, seconded by Cllr Colin Hunt, and resolved that:

**Resolved:** £200,000.00 be transferred from the savings account into the current account.

**Motion:** It was proposed by Cllr Colin Hunt, seconded by Cllr James Hunt, and resolved that:

**Resolved:** The savings account with Barclays be closed and the funds transferred into the current account.

**FPC\_2024.024 Budget Monitoring.**

- To review the income, expenditure, and earmarked reserves.
- To receive a report on any emergency expenditure, copies having been circulated.

**Minutes:** At the invitation of the Chair, the RFO gave an update on the income, expenditure, and earmarked reserves. Following the update, the RFO reported on an emergency payment made.

**FPC\_2024.025 Allotment Key Refund.**

- To consider withdrawal of £2,000.00 in various denominations for the refund of allotment key deposits to current tenants.

**Motion:** It was proposed by Cllr Tina Potter, seconded by Cllr Colin Hunt, and resolved that:

**Resolved:** The sum of £2,000 be withdrawn to allow the refunds of allotment key deposits to the current tenants.

**POLICIES**

**FPC\_2024.025 Policies for Adoption.**

- New Financial Regulations (Revised as per NALC guidelines).
- Annual Investment Strategy (Revised).
- Grant Awarding Policy (New).
- Terms of Reference update.

**Motion:** It was proposed by Cllr James Hunt, seconded by Cllr Tina Potter, and resolved that:

**Resolved:** The New Financial Regulations (revised as per NALC guidelines) be adopted by the Committee.

**Motion:** It was proposed by Cllr James Hunt, seconded by Cllr Colin Hunt, and resolved that:

**Resolved:** The revised Annual Investment Strategy be adopted by the Committee.

**Motion:** It was proposed by Cllr Tina Potter, seconded by Cllr James Hunt, and resolved that:

**Resolved:** The new Grants Awarding Policy be adopted by the Committee.

**Motion:** It was proposed by Cllr Tina Potter, seconded by Cllr James Hunt, and resolved that:

**Resolved:** The Committee's TOR be updated to reflect the new Financial Regulations and be adopted by the Committee.

**FPC\_2024.027 EXCLUSION OF PRESS AND PUBLIC RECOMMENDED:**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – public excluded from meeting to discuss a staffing matter, and commercially sensitive and confidential business matter.

**FPC\_2024.028 HR Matter.**

To receive a report and consider future actions.

**Minutes:** The Town Clerk presented a report to the Committee.

**FPC\_2024.029 Next Meeting.**

- To note the next Finance & Partnership Committee meeting date is scheduled for: -

**Thursday 1<sup>st</sup> August 2024 at 1800 hrs in the Emersons Green Town Council Chambers.**

- The meeting concluded at 1935 hrs.

At the discretion of the Chair, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.

**Minutes:** Following the conclusion of the meeting, the Committee agreed to a new meeting time of 1800 hrs for future meetings.