

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Finance Committee meeting held 24th June 2019 In the Lower Council Chamber of the Town Council Offices

F19/001 Present

CLLrs Forbes, Houghton, Gardiner, McCulloch, Malloy, Nicholson and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and CLLrs Beswick, Coan and Hamilton Coan

F19/002 To receive apologies for absence

Apologies were received from Cllr Fletcher (health)

F19/003 To note declarations of members' interests

Cllr Forbes declared a personal interest in F19/012 as trustee to Knutsford GROW and as a Barclays bank pensioner. It was noted that the Town Clerk had advised him that he did not have a prejudicial interest in F19/012.

F19/004 Public Participation

No members of the public were present.

F19/005 To note the committee's terms of reference

The committee terms of reference were noted.

F19/006 To receive and confirm the minutes of the meeting held 25th March 2019

It was **RESOLVED** to confirm the minutes.

F19/007 To consider year to date income and expenditure

The committee's year to date income and expenditure was noted.

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk provided an update with respect to legal matters at 60 King Street. It was **RESOLVED** to readmit the public and press.

The council year to day income and expenditure summary was noted. It was requested that a narrative accompany future reports.

F19/008 To consider the 2018/19 year end income and expenditure

The report was noted.

F19/009 To consider amendments to the Internal Audit working group terms of reference

It was **RESOLVED** to amend the terms of reference to state that the membership of the working group shall comprise members from the Finance Committee and Personnel Committee and that there must be at least one member from each. It was noted that this was a transgression from the committee's terms of reference which would require correcting at the next review of Standing Orders.

It was **RESOLVED** that the terms of reference of the working group be expanded to include reviews of complaints and employee leave, absences and flex.

F19/010 To appoint working groups

It was **RESOLVED** to appoint Cllrs Houghton, Forbes and Gardiner to the Community Grants working group.

It was **RESOLVED** to appoint Cllrs Robertson and McCulloch to the Banking and Investments working group.

It was **RESOLVED** to appoint Cllrs Hamilton Coan, Nicholson and Gardiner to the Internal Audit working group.

The meeting was adjourned for a five-minute recess.

F19/011 To note the Internal Auditor report

The internal auditor's report was noted.

F19/012 To consider the establishment of the Mayor's Charity fundraising as a charity

It was **RESOLVED** to defer consideration of establishing a charity for at least six months for alternative options to be explored and that the Town Clerk seek to change the name of the Civic Ball account to better reflect the mayor's charity fundraising.

F19/013 Member questions to the Town Clerk

No questions were raised.

F19/014 To consider the actions log

The log was noted.

F19/015 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. Cllr Coan left the meeting.

The report was noted and it was requested that a narrative accompany future reports.

It was **RESOLVED** to readmit the public and press.

F19/016 To consider which day of the working week is most convenient for the committee to meet for planned meetings and to note the next meeting date

It was **RESOLVED** that the committee meet at 6:30pm on Tuesdays.