

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Finance Committee meeting held 20th April 2020 *Online, via Zoom*

- F19/054 Present**
Cllrs Forbes, Houghton, Gardiner, Malloy, McCulloch, Nicholson and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.
- F19/055 To receive apologies for absence**
All members were present.
- F19/056 To note declarations of members' interests**
No member declared an interest in any item.
- F19/057 Public Participation**
No members of the public were present.
- F19/058 To receive and confirm the minutes of the meeting held 21st January**
It was **RESOLVED** to confirm the minutes subject to the addition of the recorded member interests.
- F19/059¹ To consider year to date committee and council income and expenditure**
It was noted that the first Community Infrastructure Levy funds had been received and that Council would establish a policy on CIL expenditure in due course. The Town Clerk explained the year end accruals within the accounts and undertook to investigate providing phased accounting reports comparing current month expenditure to the previous year and to circulate a cashflow forecast for the next six months.
- F19/060 To consider revisions to Financial Regulations**
It was **RESOLVED** to:
- a) delete 11.1 (a) (ii.) - the exception to financial regulations for the procurement of services from solicitors, accountants surveyors and planning consultants and
 - b) amend 6.9 to read "The Town Clerk's Credit card shall have a credit limit of £1,000, payments shall be limited to a maximum single transaction of £1,000 and there shall be a limit of £2,000 for transactions per calendar month."
- F19/061 To consider the financial implications of COVID-19**

¹ Cllr Houghton joined the meeting at the end of this item.

The current forecast implications were noted and it was agreed this item remain a standing item until the effects of the restrictions were no longer causing an impact.

F19/062 To consider the interim Internal Auditor report

The report was noted.

F19/063 Member questions to the Town Clerk

No questions were raised.

F19/064 To consider the actions log

Cllrs Malloy and Gardiner agreed to attend the office to sign the letter requesting the renaming of the bank account and that the Town Clerk would advise them when it was practical to do so.

F19/065 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. The meeting was adjourned to enable the meeting to be moved to closed session. The meeting was reconvened.

It was **RESOLVED** that the Town Clerk use discretion in the implementation of the council's Credit Management Policy during the period of the COVID-19 pandemic with debtors being reminded of the debt due but explaining the council will be lenient during the economic restrictions but reminding them that it is ultimately taxpayers' money. It was further **RESOLVED** that officers work with Market Hall traders with the view of ensuring that existing traders be able to return to trading in the market when the restrictions are lifted.

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

F19/066 To note the date of the next meeting

The date was noted.