

Knutsford Town Council

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Minutes of the Finance Committee meeting held 18th June 2018 In the Lower Council Chamber of the Town Council Offices

F18/001 Present

Cllrs Dean, Forbes, Coan, Nicholson and Malloy

In attendance: S Morgan (*Deputy Town Clerk*)

F18/002 To receive apologies for absence

Apologies were received from Cllrs Gray, Mrs Gray and Gardiner (personal business)

F18/003 To note declarations of members' interests

Cllr Coan	Non-pecuniary	F18/016	Incumbent Mayor
	Non-pecuniary	F18/019	Known to debtors
Cllr Forbes	Non-pecuniary	F18/008c	Patron of the club
Cllr Malloy	Non-pecuniary	F18/008d	Parishioner of St Cross
	Non-pecuniary	F18/008e	Known to organisers
	Non-pecuniary	F18/008f	Know to the Chair of Knutsford In Bloom
	Non-pecuniary	F18/008g	Committee member
Cllr Nicholson	Non-pecuniary	F18/008c	Known to applicant
	Non-pecuniary	F18/008f	Former member of Knutsford In Bloom
Cllr Dean	Non-pecuniary	F18/008e	Known to key group members
	Non-pecuniary	F18/008f	Known to key group members
	Non-pecuniary	F18/008g	Known to key group members

F18/004 Public Participation

No members of the public were present.

F18/005 To note the committee's terms of reference

The terms of reference were noted

F18/006 To receive and confirm the minutes of the meeting held on 9th April 2018

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

F18/007 To consider the committee's income/expenditure, year to date

The income and expenditure to date was noted.

F18/008 To consider grant applications

- a) To consider the grants database
- b) To consider an update in respect of grant expenditure
- c) To consider a grant application from the Canute Lunch Club
- d) To consider a donation request from St Cross Church
- e) To consider a donation request from the Knutsford Promenades
- f) To consider a grant application from Knutsford in Bloom
- g) To consider a grant application from Friends of the Moor

The Chairman explained that the remaining budget was not sufficient to cover the grant requests received, even with an increase in the budget, and that future applications would need to be assessed and prioritised.

- a) The log was noted.
- b) It was **RESOLVED** to request the underspend of £1,134 back from the Heritage Centre to provide additional funding needed for new grants. It was **RESOLVED** to request the underspend of £230 back from the Methodist Church.
- c) It was **RESOLVED** to award the grant in full¹
- d) It was **RESOLVED** to award the grant in full
- e) It was **RESOLVED** to defer the item pending further information about how much of the event is in Knutsford and it's benefit for residents.
- f) It was **RESOLVED** to grant £1000 of the £1675 applied for, with the remainder to be kept in reserve should the group's reserves no longer be available.
- g) The meeting was adjourned to ask representatives of Friends of the Moor questions about the proposed noticeboard. The meeting was reconvened, and it was **RESOLVED** to make no decision on the grant but to refer the consideration of a shared Friends of the Moor/Town Council noticeboard to the relevant committee.

F18/009 To consider the appointment of a working group to review the grants policy

It was **RESOLVED** to appoint Cllrs Dean, Forbes and Coan to the working group to review the grants policy. It was also **RESOLVED** to amend the wording of the terms of reference item 1.0 to refer to a "minimum of 3 councillors"

F18/010 To consider the Internal Auditor report

It was **RESOLVED** to defer this item again pending further discussions about the internal audit checks to verify suppliers account details.

F18/011 To appoint two members to the Banking and Investments working group

It was **RESOLVED** to appoint Cllrs Forbes and Dean to the Banking and Investments working group

F18/012 To consider the procurement of a card payment terminal

It was **RESOLVED** to trial the iZettle card payment system with a report to evaluate its usefulness to be provided by the Town Clerk following the trial period.

F18/013 To appoint members to the Internal Audit working group

It was **RESOLVED** to appoint Cllrs Mrs Gray, Gardiner and Nicholson to the working group.

F18/014 To amend the terms of reference of the Internal Audit working group to increase the sample size of checking supplier account details as recommended by the Internal Auditor

¹ Cllr Forbes abstained on this resolution

It was **RESOLVED** to defer this item pending further discussions about the internal audit checks to verify suppliers account details. It was considered that the suggested check would not identify fraudulent invoices.

F18/015 To approve the financial risk assessment for Taste Knutsford

It was **RESOLVED** to refer the risk assessment back to the Event Committee due to concerns about excessive officer workload and the likelihood rating of 1 given to this risk on the risk assessment provided. The committee queried the insurance of the initiative with regard to food poisoning as to whether it would be covered by the Town Council or participating restaurants.

F18/016 To consider matters related to the storage of the Mayoral Chain

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions. It was **RESOLVED** that a new safe be purchased for the storage of the Mayoral Chain and that this be reviewed at the end of the civic year.
It was **RESOLVED** to readmit the public and press.

F18/017 Questions to the Clerk

No questions were raised.

F18/018 To consider the actions log

It was noted that no actions were outstanding

F18/019 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions. An update was provided in respect of outstanding debts and proposed actions to recover these.
It was **RESOLVED** to readmit the public and press.

F18/020 To note the date of the next meeting

The date was noted.