



Minutes from the **Finance & General Purposes Committee** held on **Monday 26th February in Gallery 2, Castle Park Arts Centre at 7pm**

FINANCE & GENERAL PURPOSES COMMITTEE

Meeting 5

Attended by: Cllrs P Eakin (Chair), D Critchley, J Critchley, P Eakin, H Hayes, P Lowrie & Jo O'Donoghue (Town Clerk)

1. To receive apologies and reasons for absence.

RESOLVED: Apologies were received and accepted from Cllr Sumner (Cheshire West and Chester Council meeting).

NOTED: Cllr Moorcroft did not attend the meeting and no apologies were received.

2. Declarations of interest

To note any declarations of interest

NOTED: There were no declarations of interest

3. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

4. Minutes of the meeting held on 18th December 2023

To accept and sign the minutes as a true and accurate record of the meeting.

RESOLVED: The minutes were unanimously approved and signed.

5. Frodsham Town Council accounts

(a) To note that the income in January 2024 was £27,708.38 and this included £25,623.73 from closure of the Co-operative savings account.

NOTED

(b) To note that the expenditure in January 2024 was £49,252.94.

NOTED

(c) To note that the sum of all accounts as at 31st January 2024 was £182,411.

NOTED

(d) To approve the monthly Finance Report.

RESOLVED: The monthly finance report was approved and signed.

(e) To note that the bank reconciliation checks as at 31st December 2023 were checked to bank statements and cashbook by Cllr Wade on 13th February 2024.

NOTED

- (f) To note the bank reconciliation checks as at 31st January 2024 were checked to bank statements and cashbook by Cllr Wade on 13th February 2024.

NOTED

- (g) To appoint a councillor to carry out the bank reconciliation checks as at 29th February 2024.

RESOLVED: Cllr Hayes was appointed to carry out the bank reconciliation checks as at 29th February 2024 on a date to be confirmed in March 2024.

- (h) To approve a budget of £1,500 for room hire (code 4823) for all council meetings.

RESOLVED: The budget for room hire was approved.

- (i) To note that £30,000 has been transferred from the CCLA account to the Co-operative current account to meeting financial obligations to 31st March 2024.

NOTED

6. Finance Regulations

To note that no changes are recommended to the Finance Regulations approved 27/02/2023: <https://frodsham.gov.uk/wp-content/uploads/2023/08/FTC-Financial-Regulations-2023-2024.pdf><https://frodsham.gov.uk/wp-content/uploads/2023/08/FTC-Financial-Regulations-2023-2024.pdf>

RESOLVED: It was unanimously agreed to make no changes to the Finance Regulations at the present time.

7. Budget setting timetable

To approve the budget setting timetable provided.

RESOLVED: The budget setting timetable was unanimously approved and will be published on the website. **ACTION: JO**

8. Assets register

To approve the updated assets register.

RESOLVED: The assets register was unanimously approved and will be published on the website. **ACTION: JO**

9. Risk assessment

- (a) To approve the risk assessment.

RESOLVED: The risk assessment was unanimously approved and will be published on the website. **ACTION: JO**

- (b) To note that the Town Clerk recommends no change to the risk management policy approved 23/01/2023: <https://frodsham.gov.uk/wp-content/uploads/2023/08/Risk-Management-Policy-2023-2024.pdf>

RESOLVED: It was unanimously approved to make no changes to the risk management policy at the present time.

10. Reserves Policy 2024-2025

To note that the Town Clerk recommends no change to the Reserves Policy approved 16/01/2023: <https://frodsham.gov.uk/wp-content/uploads/2023/01/Reserves-Policy-2023.01.pdf>

RESOLVED: It was unanimously approved to make no changes to the Reserves Policy at the present time.

11. Absence and Apology Policy

To approve the policy circulated by the Town Clerk.

RESOLVED: The Absence and Apology Policy was unanimously approved and will be published on the website.

ACTION: JO

12. Internal auditor

To appoint JDH Business Services as internal auditor for 2024 to 2027.

RESOLVED: It was unanimously approved to JDH Business Services as internal auditor for 2024 to 2027.

13. Terms of reference for Working Groups

(a) To approve the ToR for Promoting Frodsham WG

(b) To approve the ToR for Frodsham Festival WG

NOTED: Items (a) & (b) deferred to April meeting of F&GP Committee.

14. Promoting Frodsham

(a) To note the report provided by the Frodsham Festival Working Group

NOTED

(b) To note the report provided by the Promoting Frodsham Working Group

NOTED

(c) To note and approve the quotation for provision of a branded gazebo

RESOLVED: It was unanimously agreed to purchase the branded gazebo, table and table cloth at a cost of £1,500. Background colour agreed – yellow.

(d) To agree any further actions to be taken

RESOLVED:

i) Clerk given delegated authority to purchase 4 branded chairs up to a value of £150.00.

ACTION: JO

ii) Cllrs Lowrie and Cllr D Critchley to join Promoting Frodsham Working Group

iii) Clerk to arrange meeting with Frodsham Life to be attended by members of Promoting Frodsham Working Group.

ACTION: JO

15. Employment Contracts

(a) To note that the Society of Local Council Clerks, together with the National Association of Local Councils have updated the employment contracts in line with current legislation.

NOTED

(b) To note that the updated employment contracts will be issued to all members of staff.

NOTED

16. Clerk's report

To receive any additional report.

NOTED: It was noted that the Public Liability Insurance for Hob Hey Wood Friends will be paid by FTC.

17. Date of next meeting - 22nd April 2024

The cut-off date for adding items to the next F&GP agenda is Monday 15th April 2024

NOTED

The meeting closed at 19:20