

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 12th June 2023 at 7:00pm held in the Corn Exchange

DRAFT
Subject to confirmation

PRESENT

Cllr L Hitchings – Committee Chairman
Cllr R Holmes – Committee Vice Chairman
Cllr N Lacey-Clarke - Vice Chair of Council

Cllr H Mieville – Chairman of Council
Cllr S Hitchings
Cllr H White

SITTING IN

Cllr A Cross

IN ATTENDANCE

Town Clerk

Responsible Financial Officer

1. PUBLIC SESSION

There were no members of the public in attendance. Councillors took the opportunity to wish Cllr Lindsay well.

2. APOLOGIES

Cllr L Lindsay – Chairman of R & A

Cllr K Herbert

3. TO RECEIVE ANY DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None

4. MINUTES OF THE MEETING HELD ON 20th March 2023

It was PROPOSED by Cllr White, SECONDED by Cllr S Hitchings and AGREED (4 in favour, 2 abstentions) that the Minutes be APPROVED and SIGNED.

5. TOWN CLERK'S REPORT & CORRESPONDENCE

Nothing to report.

6. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

6.1 Administration Budget for the year to 31st March 2023

The paper was noted (see Appendix A).

6.2 Overall Revenue Budget for the year to 31st March 2023

The paper was noted (see Appendix B).

7. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

7.1 Administration Budget for the year to 31st May 2023

The paper was noted (see Appendix C).

7.2 Overall Revenue Budget for the year to 31st May 2023

The paper was noted (see Appendix D).

7. **ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:
(cont)**

7.3 Reserves Accounts as at 31st May 2023

The paper was noted (see Appendix E).

8. **REVIEW OF FINANCE DOCUMENTATION**

8.1 To receive and retrospectively approve cheque payment 011134 – 011136 (sheets 876 – 878) totalling £504.04

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED unanimously that

The cheque payments 011134-011136 (sheets 876-878) totalling £504.04 are received and retrospectively approved.

8.2 To receive and retrospectively approve direct debit payments for the period 1st March 2023 to 30th April 2023 (sheets 206 – 207) totalling £70,385.88

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED unanimously that

The direct debit payments for the period 1st March 2023 to 30th April 2023 (sheets 206-207) totalling £70,385.88 are received and retrospectively approved.

8.3 To receive and retrospectively approve Online Faster Payments FP133 to FP149 totalling £559,232.06 (including precept transfers)

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED unanimously that

Online Faster Payments FP133 to FP149 totalling £559,232.06 (includes payments to other Town Council bank accounts and transfer of precept) are received and retrospectively approved.

8.4 Retrospective approval of the Investment Account for the period 1st March 2023 to 31st May 2023

The Chairman added that the following transfers were made to invest the precept at the beginning of May:

5th May 2023:

£150,000.00

Blandford Forum Town Council to Santander 31 Day Notice Account
Transfer of precept from current account to Santander account

9th May 2023:

£150,000

Blandford Forum Town Council to Santander Business Reserves
Transfer of precept from current account to Santander account

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Mieville and AGREED unanimously that

The investments are retrospectively approved.

8. REVIEW OF FINANCE DOCUMENTATION (cont)

8.5 Report by Chairman on Bank Reconciliation and Petty Cash checks

The paper was noted (see Appendix F) and the Chairman confirmed he had approved the bank reconciliations but not yet carried out the petty cash check, which will be carried out on Tuesday 13th June 2023 by the Committee Vice Chairman.

8.6 Bank Reconciliation to 30th April 2023

The paper was noted (see Appendix G).

9. TO APPROVE AMENDED ASSET TOTALS

The paper was noted (see Appendix H).

It was PROPOSED by Cllr Holmes, SECONDED by Cllr L Hitchings and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The updated Asset Register is approved.

ACTION: TOWN COUNCIL

10. INTERNAL AUDITOR'S REPORT AND SIGNED ANNUAL INTERNAL AUDIT REPORT PAGE OF THE ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN

The paper was noted (see Appendix I).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Mieville and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The Town Council notes the Internal Auditor's Report and the Annual Governance Statement of the Annual Return.

ACTION: TOWN COUNCIL

11. TO APPROVE SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2023

The paper was noted (see Appendix J).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED that a **RECOMMENDATION** is made to full Council that

The Town Council approves Section 1 – Annual Governance Statement of the Annual Return for the year ending 31st March 2023.

ACTION: TOWN COUNCIL

12. TO APPROVE SECTION 2 STATEMENT OF ACCOUNTS OF THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2023

The paper was noted (see Appendix K).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED that a **RECOMMENDATION** is made to full Council that

The Town Council approves Section 2 – Statement of Accounts of the Annual Return for the year ending 31st March 2023.

ACTION: TOWN COUNCIL

13. **TO CONFIRM ANY CONFLICT OF INTERESTS WITH THE EXTERNAL AUDITOR BDO LLP**

The paper was noted (see Appendix L).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The Town Council confirms that it does not have any conflicts of interest with BDO LLP.

ACTION: TOWN COUNCIL

14. **REVIEW OF END OF YEAR ACCOUNTS 2022/23**

This item was deferred to the full council meeting scheduled for Monday 19th June 2023.

ACTION: TOWN COUNCIL

15. **TO CONSIDER A REQUEST FROM THE BLANDFORD YOUTH & COMMUNITY CENTRE FOR A NEW SLA (DISTRIBUTED TO COUNCILLORS BY EMAIL ON 31ST MAY 2023)**

The paper was noted (see Appendix L).

A discussion was held on the essential and valuable work of the Youth & Community Centre, but concerns were raised over the financial accountability.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

The Town Council forms a working group of the whole committee in order to arrange a meeting with the Trustees of the Blandford Youth & Community Centre to discuss the possibility of a new SLA. In addition, the matter is subsequently deferred to a full council meeting.

ACTION: TOWN COUNCIL

The Meeting closed at 8:05pm.

SIGNED:

DATED: