

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 10th June 2024 at 7:07pm held in the Woodhouse Gardens Pavilion

DRAFT
Subject to confirmation

PRESENT

Cllr L Hitchings – Committee Chairman	Cllr N Lacey-Clarke – Chairman of Council
Cllr H Miéville – Vice Chairman of Council	Cllr S Chapman
Cllr S Hitchings	Cllr T Clarkson
Cllr A Cross	

SITTING IN

Cllr Y Miéville

IN ATTENDANCE

Town Clerk	Responsible Financial Officer
Operations Manager	

1. PUBLIC SESSION

Cllr Cross conveyed Roger Carter’s congratulations to all involved in organising the D-Day 80 events at the Town Council and the Legion. The exhibition went well, and it was an excellent representation of the town.

2. APOLOGIES

Cllr C Stevens	Cllr R Holmes
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3. TO RECEIVE ANY DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None had been submitted.

4. ELECTION OF VICE CHAIRMAN

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Cross and AGREED unanimously that

Cllr Stevens is elected Vice Chairman of the Finance & Staffing Committee.

5. MINUTES OF THE MEETING HELD ON 18th MARCH 2024

It was PROPOSED by Cllr Cross, SECONDED by Cllr S Hitchings and AGREED (4 in favour, 3 abstentions) that the Minutes be APPROVED and SIGNED.

6. TOWN CLERK’S REPORT & CORRESPONDENCE

The Counter Terrorism session held this morning was well attended and well received.

7. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR:

7.1 Administration Budget for the year to 31st March 2024

The paper was noted (see Appendix A).

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

Budget lines 4050 and 4052 are merged.

ACTION: TOWN CLERK

7. **ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR: (CONT.)**

7.2 Overall Revenue Budget for the year to 31st March 2024

The paper was noted (see Appendix B).

8. **ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR:**

8.1 Administration Budget for the year to 31st May 2024

The paper was noted (see Appendix C).

8.2 Overall Revenue Budget for the year to 31st May 2024

The paper was noted (see Appendix D).

8.3 Reserves Accounts as at 31st May 2024

The paper was noted (see Appendix E).

9. **REVIEW OF FINANCE DOCUMENTATION**

9.1 To receive and retrospectively approve cheque payment 011143 and 011144 totalling £341.60

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

The cheque payments 011143-011144 totalling £341.60 are received and retrospectively approved.

9.2 To receive and retrospectively approve direct debit payments for the period 1st February 2024 to 30th April 2024 (sheets 217 – 219) totalling £100,049.08.

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

The direct debit payments for the period 1st February 2024 to 30th April 2024 (sheets 217-219) totalling £100,049.08 are received and retrospectively approved.

9.3 To receive and retrospectively approve Online Faster Payments FP199 to FP229 totalling £1,297,813.37 (including transfers of precept, s106 money and grants to other Town Council accounts)

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

Online Faster Payments FP199 to FP229 totalling £1,297,813.37 (including transfer of precept, s106 money and grants to other Town Council bank accounts) are received and retrospectively approved.

9.4 Online Corn Exchange Faster Payments DE07 – CE011 totalling £17,435.01.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously (in favour, against, non-votes, abstentions) that

Online Corn Exchange Faster Payments DE07 – CE011 totalling £17,435.01 are received and retrospectively approved.

9. **REVIEW OF FINANCE DOCUMENTATION (cont.)**

9.5 **Retrospective approval of the Investment Account for the period to 31st May 2024**

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

The investments are retrospectively approved.

9.6 **Report by Chairman on Bank Reconciliation and Petty Cash checks**

Cllr L Hitchings informed attendees that he had carried out monthly bank reconciliation checks and he plans to carry out a petty cash check after the meeting.

Post Meeting Note: The Committee Chairman carried out the petty cash check after the meeting and confirmed that it balanced.

9.7 **Bank Reconciliation to 30th April 2024**

The paper was noted (see Appendix F).

Cllr L Hitchings confirmed that the monthly bank reconciliation had been undertaken during the period and everything was found to be in order.

10. **TO APPROVE AMENDED ASSET TOTALS**

The paper was noted (see Appendix G).

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 updated Asset Register is approved.

ACTION: TOWN COUNCIL

11. **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 H).

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

The Town Council notes the Internal Auditor's Report, the items raised which have been actioned, and the Annual Governance Statement of the Annual Return.

ACTION: TOWN COUNCIL

12. **TO APPROVE SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2024**

The paper was noted (see Appendix I).

It was PROPOSED by Cllr Clarkson, SECONDED by Cllr Chapman and AGREED unanimously 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 2024.

ACTION: TOWN COUNCIL

13. TO APPROVE SECTION 2 STATEMENT OF ACCOUNTS OF THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2024

The paper was noted (see Appendix J).

It was PROPOSED by Cllr Chapman, SECONDED by Cllr Cross and AGREED unanimously 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 2024.

ACTION: TOWN COUNCIL

14. TO CONFIRM THE DATES OF THE EXERCISE OF PUBLIC RIGHTS AS 26TH JUNE TO 6TH AUGUST 2024 AND THE REQUIRED INFORMATION AND NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE ACCOUNTABILITY REVIEW WILL BE PUBLISHED ON THE TOWN COUNCIL'S WEBSITE FROM TUESDAY 25TH JUNE 2024

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 the dates of the Exercise of Public Rights as 26th June 2024 to 6th August 2024.

ACTION: TOWN COUNCIL

15. TO CONFIRM ANY CONFLICT OF INTERESTS WITH EXTERNAL AUDITOR BDO LLP

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Chapman 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

16. REVIEW OF END OF YEAR ACCOUNTS 2023/24

The paper was noted (see Appendix L) and the Chairman thanked the RFO for her efforts in compiling the document.

It was PROPOSED by Cllr Cross, SECONDED by Cllr Clarkson and AGREED unanimously that a **RECOMMENDATION is made to full council that**

The Annual Accounts for 2023/24 are approved.

ACTION: TOWN COUNCIL

17. TO CONSIDER APPROVING THE UPDATED FINANCIAL REGULATIONS

The paper was noted (see Appendix M).

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

The amendments detailed in the report are approved and the Financial Regulations are updated accordingly.

ACTION: TOWN COUNCIL

The Meeting closed at 7:36 pm.

SIGNED:

DATED: