



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

FINANCE AND POLICY COMMITTEE

will meet on

Monday 27th April 2020

Via remote access starting at 7.30pm

Terry Philpott is inviting you to a scheduled Zoom meeting.

Topic: Ware Town Council Finance and Policy meeting

Time: Apr 27, 2020 07:30 PM London

Join Zoom Meeting

<https://zoom.us/j/91599097576?pwd=TDViVzRrUURrVkxuemoNoaHdNeVpoQT09>

Meeting ID: 915 9909 7576

Password: 7dwaRR

Please email townclerk@waretowncouncil.gov.uk for an electronic link to this meeting.

Last requests to be submitted by 5pm on Monday 27th April 2020.

All Members of the committee are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk

22nd April 2020

This meeting is open to the Public and Press. The Council provides opportunity for members of the public to speak or ask questions at every meeting of the Council on any item on the agenda. Requests for items to be included on the agenda should be notified to the Clerk by the first Monday of the month.

A G E N D A

FP061: To receive and accept Apologies for Absence

FP062: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

FP063: Minutes from the previous meeting: to receive and sign the minutes of the last Finance and Policy meeting held on 27th January 2020.

FP064: Correspondence and Clerks report (TP)

- Risk Register update (SH)
- Financial regulations update (SH)
- £10K Pension strain cost payment (SH)

FP065: Financial Report (SH)

Finance reports to 31st March 2020

- Bank Reconciliation inc reserve, earmarked funds (inc New Homes Bonus)
- Debtors report
- Profit and Loss
- Departmental Profit and Loss showing total income and expenditure

FP066: Financial Projection 20/21 (TP)

To review the financial projections previously distributed.

FP067: Internal Audit agreed responses (SH)

To review the Internal Audit report and confirm the actions achieved and any outstanding actions.

FP068: Internal and External Audit arrangements for 2019 / 20 Accounts (SH)

To note the timetable for the audit arrangements .

Arrangements have been made with both the Internal and External Auditors to adhere to the same schedule as agreed before by working remotely and providing them both with access to all the relevant paperwork.

FP069: Employers NI (SH)

To receive an update on the outstanding Employer NI payments due to HMRC.

Employers Allowance – We are aiming to pay back the first 3k at the end of this month then we will seek further guidance from HMRC regarding the remaining balance.

FP070: Ware Priory Charity VAT (SH)

To receive an update on the Ware Priory Charity VAT query.

VAT – We are in ongoing discussion regarding the VAT status of the Priory Charity and expect to be in a position to provide the final decision at the next F&P Meeting

FP071: Contract Summary (SH)

To review the contract summary and agree any actions for contracts nearing renewal.

FP072: Budget Process 2021/22 (TP)

To review and approve the budget process for 2021/22

FP073: Payments and Discounts Policy (TP)

Recommendation: To adopt the Payments and Discounts Policy

FP074: To consider the requirements for Health and safety / HR support for WTC.

To review the requirements for Health and Safety and HR support. The current contract with Ellis Whittam ends in November 2020.

FP075: Agenda items for next meeting Monday 27th April 2020

Disaster Recovery Plan deferred until after the current lockdown.