



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

FINANCE AND POLICY COMMITTEE

Monday 27th January 2020

in the Council Chamber, Ware Priory, Ware, starting at 7.30pm

MINUTES

Finance and Policy

CLlr Pope (Chair) Butcher, Curtis, Kemp.

Officer present: Terry Philpott Town Clerk, Sean Higgins RFO.

Members of the public:

FP047: To receive and accept Apologies for Absence

CLlr Kaye, S Shaw.

FP048: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

None declared

FP049: Minutes from the previous meeting: to receive and sign the minutes of the last Finance and Policy meeting held on 28th October 2019.

Resolved: The minutes are an accurate record

FP050: Correspondence and Clerks report (TP)

Internal Audit update, first visits 4th and 5th February 2020.

FP051: Risk Registers (Cllrs / SH)

Resolved: To adopt the Risk Register.

FP052: Financial Report (SH)

Finance reports to 31st December 2019

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

The Finance reports were noted.

FP053: End of Year cash balance review

To receive a report from the RFO and approve the early precept distribution from EHDC.

FP054: Financial regulations update (SH)

Resolved: To adopt the updated model documents.

FP055: Contract Summary (SH)

The contract summary was reviewed and noted.

Resolved: To approve the payment of Direct Debit and Standing Order payments recorded on the contract summary.

FP056: Anti-Fraud and Corruption Policy (TP)

Resolved: To adopt the Anti-Fraud and Corruption Policy

FP057: Purchasing and Procurement Policy (SH)

Resolved: To adopt the Purchasing and Procurement Policy

FP058: Reserves Policy (SH)

Resolved: To adopt the Reserves Policy

FP059: Statement of Internal Controls (SH)

Resolved: To adopt the Statement of Internal Controls.

FP060: Agenda items for next meeting Monday 27th April 2020

Disaster Recovery Plan

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

Signed

Dated