



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

## **FINANCE AND POLICY COMMITTEE Monday 26<sup>th</sup> July 2021**

in the Hadsley Room, Ware Priory, Ware, starting at 7.30pm  
MINUTES

Cllrs Pope (Chair) Butcher, Curtis, Fernando, Kemp, S Shaw.

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

**FP145: To receive and accept Apologies for Absence.**

- Cllr Kaye

**FP146: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

- None received

**FP147: Minutes from the previous meeting:** the minutes of the last Finance and Policy meeting held on 7th June 2021 were approved.

**Resolved :** The minutes are an accurate record

**FP148: Correspondence and Clerks report**

**No items to report**

**FP149: Internal Audit report (SH)**

The report was discussed and noted.

**FP150: Zurich Claim Update**

The claim has been paid c£43K. The committee asked that the hard work of the staff was noted in resolving the claim.

**FP151: Budget schedule**

Resolved; to approve the budget schedule for 2022/23

**FP152: Financial Report (SH)**

Finance reports to 30<sup>th</sup> June 2021

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

The report was discussed and noted.

**FP153: Bankline Authorisation Update**

It was resolved to set up a rota for authorising payments and bank reconciliations.

The Clerk expressed concern about Cllrs using personal email addresses for Council business and explained some of the issues related. It was agreed that all official business would be sent to the WTC email address with a reminder of items to action sent to a personal email address if requested.

**FP154 : Financial Risk Review**

The report was discussed with some minor revisions

Resolved: The Financial Risk Review was an appropriate response to the Councils risks.

**FP155: Agenda items for next meeting Monday 25<sup>th</sup> October 2021**

Disaster Recovery Plan deferred until after the current lockdown.