

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Finance & Strategic Planning Committee** meeting held on **29 July 2019** in the **Committee Room. Town Council Offices, 60 Welton Road, Brough.**

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr Luckraft and Cllr Rowe.

Meeting Clerk: Vicky Herring, Deputy Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
FS4/1920	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Councillor Credland, family commitments. <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
FS5/1920	<p>Appointment of a Committee Chairman Cllr Rowe proposed, seconded by Cllr Brogden, that Cllr Credland be appointed Committee Chairman.</p> <p>RESOLVED: Committee resolved that Cllr Credland be appointed Committee Chairman for the 2019-20 municipal year.</p>
FS6/1920	<p>Appointment of a Committee Vice-Chairman Cllr Luckraft proposed, seconded by Cllr Brogden, that Cllr S. Duckles be appointed Committee Vice-Chairman.</p> <p>RESOLVED: Committee resolved that Cllr S. Duckles be appointed Committee Vice-Chairman for the 2019-20municipal year.</p>
FS7/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>

Signature: Date:

FS8/1920	<p>Minutes of the meeting held on 30 April 2019 Cllr Luckraft proposed, seconded by Cllr Brogden, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
FS9/1920	<p>Minutes of the extraordinary meeting held on 28 May 2019 Cllr Luckraft proposed, seconded by Cllr Duckles, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
<u>Business items</u>	
FS10/1920	<p>Budget report - Quarter 1 2019-20 Cllr Duckles proposed, seconded by Cllr Rowe, that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p> <p>RESOLVED: Committee resolved that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p>
FS11/1920	<p>Internal Audit report - Quarter 1 2019-20 Cllr Rowe proposed, seconded by Cllr Luckraft, that the first quarter Internal Audit report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p> <p>RESOLVED: Committee resolved that the first quarter Internal Audit for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p>
FS12/1920	<p>Events and Publicity Committee Cllr Duckles proposed, seconded by Councillor Luckraft, that in line with a request from the Events and Publicity Committee in relation to budget:</p> <ul style="list-style-type: none"> i. A virement of £788 be made from the grants line (4235) to the events budget line (4500) to cover the grant expenditure, and; ii. A virement of £1,000 be made from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend. <p>RESOLVED: Committee resolved to seek further clarification from the Town Clerk with regard to item (i) The budget virement set out on item (ii) be carried out by the Town Clerk.</p>

FS13/1920	<p>Officer printer update Cllr Duckles proposed, seconded by Rowe, that the committee note the report.</p> <p>RESOLVED: Committee resolved to note the report.</p>
FS14/1920	<p>Review of the Asset Register Cllr Brogden proposed, seconded by Cllr Rowe, that the updated Asset Register, accurate as of 30 June 2019, be accepted.</p> <p>RESOLVED: Committee resolved to seek further clarity from the Town Clerk with regards to various items on the Asset Register.</p>
FS15/1920	<p>Appointment of an Internal Auditor 2019-20 Cllr Rowe proposed, seconded by Cllr Brogden, that the specification be noted and that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in 2019-20 in line with the quote provided.</p> <p>RESOLVED: Committee resolved that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in 2019-20 in line with the quote provided.</p>
FS16/1920	<p>Purchase of a large screen Cllr Duckles proposed, seconded by Cllr Luckraft that details of additional options be considered and the matter be deferred to a further meeting of this Committee.</p> <p>RESOLVED: Committee resolved that the Town Clerk provides information for additional options for consideration at an extraordinary meeting of this Committee.</p>
	<u>Next meeting</u>
FS17/1920	<p>Items for inclusion on the next meeting agenda Cllr Duckles proposed, seconded by Cllr Luckraft that an extraordinary meeting of this Committee be arranged.</p> <p>RESOLVED: Committee resolved that an extraordinary meeting of this Committee be arranged on the Town Clerks' return from annual leave to discuss the outstanding items and in addition request an agenda item for a PFA grant request for tree work.</p>
FS18/1920	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting as to be arranged.</p>

Meeting started 5.00pm and closed 6.30pm

Signature: Date:

Document published on 30 July 2019

Signed:

Print Name:

Print Position:

Date: