

Elloughton cum Brough Town Council
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Minutes of the Finance and Strategic Planning Meeting held on **26th October 2020** held on **Zoom**.

Members Present: Cllr Brogden, Cllr S Duckles, Cllr Bentley, Cllr Rowe

Meeting Clerk: Philippa Beverley (Town Clerk)

MINUTES

FS1/20 To Accept Apologies
Apologies received from Councillor Luckraft.

RESOLVED: Committee resolved to accept apologies from Cllr Luckraft.

FS2/20 To accept declarations of interest relating to items on the agenda.
No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.

FS3/1920 To confirm as a correct record the Minutes of a meeting held on 26th October 2020.

Cllr S Duckles proposed, seconded by Cllr Rowe, that the minutes be accepted as a true and accurate record of the meeting.

RESOLVED: Committee resolved to approve the minutes as a true and accurate record.

FS4/20 Committee to note and consider the budget monitoring report for the first half of 2020. Committee to note that we were unable to consider first quarter at the time due to Covid 19 restrictions.

Committee noted the budget monitoring report for the first half of the year, while also noting there was no meeting held to consider the first quarter budget of 2020/21 due to COVID-19 restrictions in place.

RESOLVED: Committee noted the budget monitoring report for the first half of the year and acknowledged that the first quarter could not be monitored at the time due to COVID-19 restrictions.

FS5/20 Committee to note that the auditor is currently undertaking the half yearly internal audit and an update will be provided once completed. Committee also to note this has taken place later than usual due to the ongoing Covid 19 restrictions.

Signature: *S Bentley*

Date: 04/11/20

Committee noted that the half yearly internal audit was in process and acknowledged it was later than usual due to ongoing COVID-19 restrictions.

RESOLVED: Committee noted the half yearly annual audit was in process.

FS6/20

Committee to consider initial draft proposals for 2021 – 2022 Budget.

Committee discussed the proposed budget, and it was proposed by Cllr Bentley, seconded by Cllr Rowe that the budget line for Christmas Lights be increased to £20,000. No other alterations were proposed at this time.

RESOLVED: Committee resolved to increase the budget line for Christmas Lights to £20,000 for the 2021-22 budget. No other alterations at proposed at this time.

FS7/20

Committee to consider the moving of funds into savings account.

Committee discussed the movement of funds from the current account to the NS&I account. It was proposed by Cllr S Duckles, seconded by Cllr A Bentley to move £50,000 from current account to NS&I savings account. Committee discussed how funds of up to £85,000 are protected by the bank, anything over this in an account are not protected, as such the Town Clerk was instructed to look into other accounts to ensure Council funds are protected.

RESOLVED: Committee resolved to move £50,000 from current account to NS&I savings account and instructed Town Clerk to investigate possible bank accounts to ensure Council funds over £85,000 are protected.

FS8/20

Committee to consider earmarking funds for future projects.

Proposed by Cllr Bentley, seconded by Cllr S Duckles and agreed unanimously that £100,000 be earmarked for a new office, £50,000 be earmarked for Capital Projects and £10,000 be earmarked for Elections.

RESOLVED: Committee resolved to earmark £100,000 for new Council offices, £50,000 for Capital Projects and £10,000 for Elections.

FS9/20

Committee to confirm and note back pay from June to April for promotions of Clerk and Deputy Clerk.

Committee confirmed and noted back pay from June to April for promotions of Clerk and Deputy Clerk.

RESOLVED: Committee resolved to confirm back pay from April to June as a result of promotions to Clerk and Deputy Clerk.

FS10/20

Committee to confirm hourly pay for temporary Admin Assistant.

Committee confirmed hourly PayScale for Temporary Admin Assistant at Scale 6.

Signature: 

Date: 24/11/21

FS11/20

RESOLVED: Committee resolved to confirm the PayScale for temporary Admin Assistant.

To note the date and time of the next ordinary meeting as Monday 23rd November 2020 at 5pm most likely to be held on Zoom.

RESOLVED: Committee noted the date and time of the next meeting to be held on Zoom, 23rd November 2020 at 5pm

Signature: _____

A Bentley

Date: _____

24/11/20