

DAVENTRY TOWN COUNCIL

Minutes of the Virtual Meeting of the Finance & Policy Committee held by Video Conference on Tuesday, 4th May 2021 at 18:30hrs

- PRESENT:** Cllr Ted Nicholl – Vice-Chair
Councillors
Lynne Taylor
Katie Thurston
Mike Arnold
- IN ATTENDANCE:** Deborah Jewell – Chief Officer (CO)
Sarah Fox – Responsible Finance Officer (RFO)
1 Members of the Public
0 Members of the Press

OPEN FORUM

None.

FP2105.1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Knappe.

FP2105.2 DECLARATION OF INTERESTS

No pecuniary or non-pecuniary interests declared.

FP2105.3 MINUTES

RESOLVED:	That the Minutes of the Finance & Policy Committee meeting held on Monday 12 th April 2021 having been circulated, be approved, and signed as a correct record.
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FP2105.4 COMMUNITY GRANT(S)

None received.

FP2105.5 POLICIES

Members reviewed policies, as identified for review in the schedule and

RECOMMENDED	(i) Terms of Reference – Finance & Policy Committee, be approved. (ii) Terms of Reference – Museum Committee, be approved, (iii) Terms of Reference – Planning and Development Committee, be approved. (iv) Terms of Reference – Community Services Committee, be approved. (v) Terms of Reference – Personnel Panel, be approved. (vi) Subject Access Request Procedure, be approved. (vii) Data Breach Policy, be approved. (viii) Data Map, be approved. (ix) Data Retention and Disposal Policy, be approved. (x) Privacy Policy, be approved.
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FP2105.6 INTERNAL FINANCIAL CHECK

Cllr Taylor advised that she and Cllr Tweedale had completed an extensive check of the fourth quarter accounts. Members noted the report and no actions required. Members considered the appointment of two members to action the internal financial check for April to June 2021 and it was



RESOLVED:	That the decision to appoint two members to action the internal financial check for April to June 2021 be deferred to the next meeting of the Finance & Policy Committee scheduled Monday 14 th June 2021.
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FP2105.7 FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31ST MARCH 2021.

Members noted the internal audit review of the AGAR was to be completed remotely, and that the appointed auditor had commenced the review.

Members referred to the report from Cllrs Taylor and Tweedale on the annual governance statement, which based on their review, assured members of the Council that the statements were correct and the report on the annual governance statement from Cllrs Taylor and Tweedale be submitted to Full Council for approval.

RECOMMENDED	That the statements on the annual governance statement be approved and signed as a correct account of the Council's processes and procedures.
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Members referred to the report on the final accounts and annual return for the year ended 31st March 2021 and it was

RECOMMENDED	That the Final Accounts and Annual Return for the accounting period 2020/2021, be approved.
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FP2105.8 FINANCIAL REPORTS

Members referred to the financial reports and the Vice-Chair confirmed he had seen the bank statements and reconciled the balances.

RESOLVED:	<ul style="list-style-type: none">(i) That the Council budget/income and expenditure report for April 2021 be received.(ii) That the statement of Earmarked Reserves for April 2021 be received.(iii) That the CIL receipts and expenditure report be received.(iv) That the statement of balances and reconciliation as of 30th April 2021 be approved and signed.(v) That the schedule of payments for the period 13th April 2021 to 4th May 2021 be approved and signed.(vi) That the schedule of petty cash payments and inter account transfer for the period to 13th April 2021 to 4th May 2021 be approved and signed.
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FP2105.9 CORRESPONDENCE

None.

FP2105.10 DATE OF NEXT MEETING

The next meeting of the Finance & Policy Committee will be held on

- (i) Monday 17th May 2021 – on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the Committee for the Council Year 2021/22.
- (ii) Monday, 14th June 2021

The meeting closed at 18:50 hrs.

SIGNED



DATED

14th June 2021