

## DAVENTRY TOWN COUNCIL

### Minutes of the Finance & Policy Committee held at 3 New Street, Daventry on Monday, 3<sup>rd</sup> May 2023 at 18:30hrs

**PRESENT:** Cllr Lynne Taylor – Chair

**Councillors**

Mike Arnold  
Stephen Dabbs  
Alan Knappe  
Malcolm Ogle  
Ted Nicholl  
Katie Thurston

**IN ATTENDANCE:** Deborah Jewell – Chief Officer (CO)  
Sarah Fox – Responsible Finance Officer (RFO)  
8 Members of the Public  
0 Members of the Press

#### OPEN FORUM.

A representative from the steering group of the Daventry Advent Calendar Windows project spoke in support of the community grant application that had been submitted, advising that the idea for the project had been inspired by an article which highlighted how this scheme had been successful in bringing communities together much like the Yarn Christmas Tree Project had done in the previous year. She advised that the project would be largely self-funding, bringing the community and local business and other organisation together and that she would be happy to answer any questions.

A representative from the Conservative Club spoke in support of the community grant application that had been submitted for funds towards the installation of a Defibrillator to be fitted on the outside of the premises which would be accessible to the wider community, he advised that he would be happy to answer any questions.

A representative from Daventry Allotment & Garden Association spoke in support of the community grant application that had been submitted for funding to support the annual Daventry Flower & Vegetable Show and advised that he would be happy to answer any questions.

Representatives from Daventry Abbey Townswomen's Guild spoke in support of the community grant application that had been submitted for funding to provide members with a dinner in recognition of the clubs 75<sup>th</sup> anniversary, they advised that they would be happy to answer any questions.

#### FP2304.1. APOLOGIES FOR ABSENCE.

Councillor	Apologies	Resolved
Lynn Jones	Received and considered	Apologies Approved
Janet Matthews	None Received	Apologies Not Approved

#### FP2304.2. DECLARATION OF INTERESTS.

Councillor	Declaration Of Interest	Minute Number
Ted Nicholl	Personal interest– non-pecuniary	FP2304.4 (ii & iii)

#### FP2304.3. MINUTES.

<b>RESOLVED:</b>	That the Minutes of the Finance & Policy Committee meeting held on Monday 13 <sup>th</sup> March 2023, be approved and signed as a correct record.
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**FP2304.4. COMMUNITY GRANTS**

**(i) Daventry Allotment & Garden Association.**

Members considered the grant application submitted by Daventry Garden and Allotment and Association (DAGA) and concurred that they were supportive of the application, and it was

<b>RESOLVED:</b>	That the sum of £900 be awarded to Daventry Garden and Allotment Association to provide a financial contribution towards the costs of the Daventry Flower and Garden Show to be held in August 2023.
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**(ii) Daventry Conservative Club.**

Members considered the grant application submitted by Daventry Conservative Club and concurred that they were supportive of the application, and it was

<b>RESOLVED:</b>	That the sum of £1000 be awarded to Daventry Conservative Club to provide a financial contribution towards the costs of the installation of a Defibrillator, upon evidence being provided that the Local Planning Authority has granted the relevant planning permissions.
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**(iii) Daventry Advent Calendar Windows.**

Members considered the grant application submitted by the Daventry Advent Calendar Windows project, and concurred that they were supportive of the application, and it was

<b>RESOLVED:</b>	That the sum of £100 be awarded to the Daventry Advent Calendar Window project to provide a financial contribution towards costs to produce and circulate a trail map which details the locations of each of the windows and certificates which are to be presented to all participants.
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**(iv) Daventry Abbey Townswomen’s Guild.**

Members reviewed the application by the Daventry Abbey Townswomen’s Guild, and it was

<b>RESOLVED:</b>	That the grant for funding towards a 7 <sup>th</sup> anniversary dinner be declined as the project was restricted to members and not to the whole of the community.
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Members noted the achievements of the Daventry Abbey Townswomen’s Guild, their consistent extensive membership and the length of service by its key members to the organisation and agreed it would be worthwhile considering an award from the Mayor in relation to service to the community, and it was

<b>RESOLVED:</b>	That the Chief Officer provides a report for review by the Finance & Policy Committee for the implementation of a scheme to recognise community groups or individuals service to their community.
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**FP2304.5. POLICIES**

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

<b>RECOMMENDED</b>	<ul style="list-style-type: none"> <li>(i) Terms of Reference – Daventry Town Council Committees, be approved.</li> <li>(ii) Terms of Reference – Personnel Panel, be approved.</li> <li>(iii) Subject Access Request, as amended be approved.</li> <li>(iv) Data Breach Policy, be approved.</li> <li>(v) Data Map, be approved.</li> </ul>
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	(vi) Data Retention and Disposal Policy, as amended be approved. (vii) Privacy Policy, be approved.
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**FP2304.6. INTERNAL FINANCIAL CHECK.**

Cllr Knappe advised that he and Cllrs Dabbs and Randall had completed an extensive check of the fourth quarter/end of year accounts and that there were no matters arising.

Members considered the appointment of two members to carry out the financial checks for Quarter 1, April to June 2023, and it was

<b>RESOLVED:</b>	That a decision be deferred to the next meeting of the Finance & Policy Committee scheduled to take place on Monday 12 <sup>th</sup> June 2023.
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**FP2304.7. FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023.**

Members received the report of the internal audit review of the council year 2022/2023 and noted that there were no actions required.

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

<b>RECOMMENDED</b>	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 31<sup>st</sup> March 2023 and it was

<b>RECOMMENDED</b>	That the Final Accounts and Annual Return for the accounting period 2022/2023, be approved.
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**FP2304.8. FINANCIAL REPORTS.**

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

<b>RESOLVED:</b>	<ul style="list-style-type: none"> <li>(i) That the Council budget/income and expenditure report for April 2023 be received.</li> <li>(ii) That the statement of Earmarked Reserves for April 2023 be received.</li> <li>(iii) That the CIL receipts and expenditure report be received.</li> <li>(iv) That the statement of balances and reconciliation as of 30<sup>th</sup> April 2023 be approved and signed.</li> <li>(v) That the schedule of payments for the period 14<sup>th</sup> March 2023 to 3<sup>rd</sup> May 2023 be approved and signed.</li> <li>(vi) It was noted that there were no petty cash payments, inter account transfers and virements for the period 14<sup>th</sup> March 2023 to 3<sup>rd</sup> May 2023.</li> </ul>
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**FP2304.9. CORRESPONDENCE.**

None.

**FP2304.10. DATE OF NEXT MEETING.**

**Finance & Policy Committee (FP2304) – Monday 3<sup>rd</sup> May 2023**

The next meeting of the Committee will be held on

- (i) Monday, 22<sup>nd</sup> May 2023 on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the committee for the council year 2023/24.
- (ii) Monday, 12<sup>th</sup> June 2023.

The meeting closed at 19:42 hrs.

SIGNED .....

DATED .....

For approval