

**MINUTES of a MEETING
of the
FINANCE AND ECONOMIC
DEVELOPMENT COMMITTEE
held in the
Council Chamber, Buckley
on
Tuesday 28th May 2019**

PRESENT

Councillor N Phillips – in the Chair

Cllr V E Blondek
Cllr C A Ellis
Cllr D Ellis
Cllr I D Howes

Cllr E J Hutchinson
Cllr H D Hutchinson
Cllr J S Jones
Cllr R B Jones

Cllr W A Lewis
Cllr I Peters
Cllr P G Shone
Cllr A Woolley

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant

17583- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors M J Peers (holiday), C M Preece (family commitments), E L Preece (family commitments), M P Teire (work commitments), J F Thornton (family bereavement) and A G Williams (holiday).

17584- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

17585- MINUTES

Resolved - that the Minutes of the Meeting of the Finance and Economic Development Committee held on 30th April 2019, as now submitted, be signed by the Committee Chair.

17586- ACCOUNTS FOR PAYMENT

Resolved - (i) that the accounts numbered 11724/26 - 11761 (inclusive as detailed in the Schedule of Accounts Number 499 dated 28th May 2019 [a copy of which had been distributed to all Members] and amounting in total to the sum of £25,732.06) be

approved for payment and the Town Clerk be authorised to make the necessary arrangements to ensure that the payments were properly actioned through the Council's Bank Current Account in accordance with the Council's Internal Financial Controls.

(ii) that the expenditure be authorised in accordance with powers contained within the relevant local government acts and as identified and described within Appendix 1 of the NALC advice 'Governance and Accountability in Local Councils in England and Wales, a Practitioners' Guide' as revised and amended.

17587- BANK RECONCILIATION

The Committee received the monthly Bank Reconciliation as at 30th April 2019. It was –

Resolved – that the Bank Reconciliation as at 30th April 2019 be received, noted and approved.

17588- INTERNAL AUDIT UPON THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2019

The Committee considered the Final Accounts Internal Audit Report of the Financial Accounts for the year ended 31st March 2019 as supplied by JDH Public Sector Services. The Committee was reminded that the Report was the second Internal Audit Report of the year, the first being the Interim Internal Audit Report which had looked at the standard of Internal Controls within the Town Council, that report had already been received and approved by the Council. The Committee also noted the actions taken by the Clerk in relation to the Internal Audit as detailed in the Note 9(a) of the Financial Accounts for 2018/19 attached to this Agenda item. The Clerk also advised the Committee that the Internal Auditor had been advised of the action to be taken in relation to the Final Account Audit and had, therefore, completed Section 4 of the Local Councils in Wales Annual Return for the year ended 31st March 2019. It was –

Resolved – that the Committee received and noted the Internal Audit report, the completion of Section 4 of the Local Councils in Wales Annual Return for the year ended 31st March 2019 as shown in the following Agenda item and the actions taken as indicated in Note 9(a) of the Notes to the Accounts appended to the Clerk's report. The Clerk and Staff were thanked for the continued quality of the financial administration of the Town Council.

17589- LOCAL COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2019

The Committee received and considered the completed Local Councils in Wales Annual Return for the year ended 31st March 2019. The Committee was reminded that the figures in Section 1 of the Return were all extracted from the Final Accounts as detailed in Minute reference 17551, the figures being netted by the VAT element. The Clerk advised the Committee that the Annual Return as presented contained four amendments to the opening figures on page 2 of the Annual Return. The reason for the four amendments to

the figures was to show that originally the figures for 31st March 2018 were as the previous Annual Return, however, during 2018/19, the opening and closing Petty Cash balances were now included, therefore, the figures to 31st March 2018 had been amended, where required, to accommodate the £240 opening balance in Petty Cash. The Clerk also advised the Committee that in relation to the Annual Governance Statement, evidence would be provided to the External Auditor to substantiate the responses as listed. It was –

Resolved – that the Committee received and approved the completed Restated Local Councils in Wales Annual Return and approved the signing of the Annual Return by the Mayor and the Clerk.

17590- ACCOUNT IN RELATION TO THE INSTALLATION OF THE DEFIBRILLATOR AT THE COUNCIL OFFICES

The Committee received and considered an Income and Expenditure Account for the costs of installing the defibrillator outside the Council Offices. The account showed that a net contribution from Buckley Town Council of £108.54 had been required. The Clerk, however, advised the Committee that after the report had been prepared, Aldi had forwarded a cheque to the value of £250 towards the cost of the defibrillator. The actual surplus on the account was therefore £141.46. It was –

Resolved – that the Clerk's report and update be received, noted and approved and that the £141.46 be placed in a Specific Reserve for future use in the potential installation of further defibrillators in the town.

CHAIR