



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Finance Committee of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road MK2 2RA on Tuesday 21st May 2019 commencing at 7.30 pm

Present: Cllrs Haine, Hume, Kelly-Wilson, Kenworthy, McDonald, and O'Rourke

Absent: Cllrs Arshad and Kennedy

Apologies Cllrs Keith Ely and Rolfe

In attendance: Gill Long (Support Services Manager) Clerking

Min Ref

- F19/20-01 **Apologies for absence**
Apologies for absence had been received from Cllrs Ely and Rolfe.
Apologies for absence had not been received from Cllrs Arshad and Kennedy
- F19/20-02 **Election of Chair**
Cllr McDonald nominated Cllr Ely in his absence and this was seconded by Cllr Kelly-Wilson. It was **RESOLVED** to elect Cllr Ely to the position of Chairman of the committee. Cllr Hume assumed the Chair for the meeting.
- F19/20-03 **Declarations of Members' Interests**
Disclosable Pecuniary Interests – None
Other Interests – None
- F19/20-04 **Minutes of previous meeting**
It was **RESOLVED** to approve the minutes of the meeting of the former Finance and Planning Committee held on 19th March 2019 as a correct record of proceedings.
- F19/20-05 **Public Speaking Time**
No public representations were made.
- F19/20-06 **Detailed Year End Reports**
A detailed report on financial performance for the financial year 2018-19 including income and expenditure against budget for the month of March 2019, balance sheet as at 31 March 2019 and draft accounts and AGAR for the year 2018-19 were presented to the Finance Committee. Members requested that Officers to investigate potential placement sites for a community defibrillator and report back to the committee.
Following further discussion it was **RESOLVED** to note all the reports.
- F19/20-07 **Reserve Movements**
Following detailed discussion it was **RESOLVED** to approve the clerk's report on the year end position which included proposed reserve movements to take account of underspends during 2018/19
- F19/20-08 **Internal and External Audit**
Members noted that the final internal audit report due to be undertaken on Tuesday 21 May 2019 had taken place and that the findings would be provided to full council as soon as possible (date will be available at the meeting) and noted the timetable for production of the Annual Governance and Accounting Return.



Bletchley and Fenny Stratford Town Council

- F19/20-09 It was **RESOLVED** that members of the public be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which involved commercially sensitive information.
- F19/20-10 **Cleaning Contract for Newton Leys Pavilion**
The committee considered submitted tenders and it was **RESOLVED** to award a 12-month cleaning contract for Newton Leys Pavilion to Tatry Cleaning Company at an annual cost of £8,383.00.
- F19/20-11 **Insurance arrangements for 2019-20**
The current policy schedule annotated by the clerk and a renewal quotation and schedule for the final year of the current three-year agreement with Zurich for the Town Council's insurance provision were considered.
It was **RESOLVED** to approve the quotation and policy schedule.
- F19/20-12 **Monthly Reports for April 2019**
A management information report showing expenditure against budget for the period 1 April 2019 to 30 April 2019 was noted.
- F19/20-13 **Bank Reconciliations**
Members had been supplied with copies of all cash and investment reconciliations to 30 April 2019 and the acting clerk confirm that a member of council had checked the reconciliations against the recent bank statements. It was **RESOLVED** to note the reconciliations. It was further **RESOLVED** to request further information from officers regarding the fire compliancy of the Kitchenette doors.
- F19/20-14
- F19/20-15 **Current Balance Sheet**
It was **RESOLVED** to note the balance sheet as at 31 April 2019
- F19/20-16 **List of payments**
It was **RESOLVED** to ratify a list of payments made or due to be made to 21 May 2019

The meeting closed at 8:30 pm.