



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

MONDAY 25 JULY 2022

Present: Cllrs B Bayford, J Bayford, R Binks, J Buckley, M Garner, D Saunders & M Saunders,

Town Clerk: Kirsty Holroyd

Finance Officer: Victoria Jenkins

Events and Bookings Manager: Leanne Haddon

**24. APOLOGIES FOR ABSENCE**

Apologies with reason were received from Cllr RK Binks

**25. DECLARATIONS OF INTEREST**

None received

**26. OPENNESS AND TRANSPARENCY**

The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

**27. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on the 27 June 2022

**RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.**

**28. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None

**29. RESERVES POLICY**

i) Members received the draft policy and considered the reserves for 2022-23

ii) Members received the agreed 2022-23 budget to assist the process

**RECOMMENDATION: That with a few minor amendments to reserve headings the policy can be adopted by Council .**

**30. BUDGET AND ACCOUNTS**

i) Members received the bank reconciliation for the first quarter of 2022-23.

**RESOLVED: Members agreed to note**

ii) Members analysed in detail the Staff Costs cost code. This was in response to queries raised by Cllr B Bayford at the previous Council meeting. The Town Clerk explained that the code Salaries had erroneously included an element of tax which had been reassigned to the code Tax and NI. Once this had been done both codes showed a variance of 78-79% which is consistent with what would be expected at the end of the first quarter.

**RESOLVED: Members agreed to note.**

**31. REVIEW OF SCRIBE ACCOUNTANCY AND BOOKING SOFTWARE**

i) Members received the report of the Finance Officer

**RESOLVED: Members agreed to note**

ii) Members received comments from SCRIBE

**RESOLVED: Members agreed to note**

iii) Members received comments from the Independent Internal Auditor

**RESOLVED: Members agreed to note**

iv) Members received the report of the Events and Bookings Manager

**RESOLVED: Members agreed to note**

v) Members received a summary from the Town Clerk

**RESOLVED: Members agreed to note**

A discussion ensued during which the suitability of Scribe for the Town Council's needs was considered.

**RESOLVED:**

- i) **That a representative from the company be asked to attend a face to face meeting with Cllr Garner, the Town Clerk and the Finance Officer in order to ascertain the suitability of the product.**
- ii) **That the licence is not renewed until the meeting has been scheduled.**

**32. GRANTS**

Members received the current guidelines and two application forms and considered whether they are acceptable for use for the 2023/24 year process.

**RESOLVED:**

- i) **That the Event Funding Application Form is no longer necessary and all applications can be made using the Application Form For Funding For Groups and Organisations.**
- ii) **That the monitoring forms for successful applicants must be completed and returned to the committee prior to a further application being considered.**

**33. DATE OF NEXT MEETING** Monday 26 September at 7pm in the Council Chamber, Pierremont Hall

**Meeting closed at 8.02pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_