

MINUTES OF THE FINANCE & ASSETS COMMITTEE MEETING OF THAXTED PARISH COUNCIL HELD via ZOOM
ON THURSDAY 11th June 2020

In attendance:

Committee membership

Cllr. T. Frostick (Chairman)

Cllr. R Williams (Vice-Chairman) joined at 7:45

Cllr. A. Frater

Cllr. R Barrington

Cllr A. Howells

Also present:

Dena Ludford (Clerk & RFO)

1. APOLOGIES FOR ABSENCE

None Received

2. DISCLOSURE OF INTERESTS

None Received

1. PUBLIC SPEAKING TIME

None Received.

4. MINUTES

RESOLVED To **APPROVE** and sign as a correct record of proceedings the minutes of the meeting of **21st November 2019**.

5. GRANTS 2020 -21 (Grant applications Circulated to Committee Members only) Maximum Grant **£300** per allocation under financial cost centre 306 code 4370.

To consider applications for distribution from May 2020 received from:

- a. Uttlesford Citizen Advice Bureau request A grant of £300 which would help to cover the cost of providing an outreach service in the town.

RESOLVED to approve the request and award a total of £300 in relation to item 5.a)

- b. The Thaxted Society request a grant for £300 towards the Bulletin

RESOLVED to approve the request and award a total of £300 in relation to item 5.b)

To consider the following application for pre-allocated Grant funds under cost centre 306 codes 4372 & 4374 received from:

- I. United Reform Church Grant £300 towards the cost of Grounds/Garden Maintenance

RESOLVED to approve the request and award a total of £300 in relation to item 5.I)

- II. Churchyard Maintenance grant £2000 towards the cost of Grounds/Garden Maintenance

RESOLVED to approve the request and award a total of £2,000 in relation to item 5.II)

6. ASSET REGISTER

To note the asset register with new inclusions for tubs and councilor laptops.

7. RISK ASSESSMENT AND MANAGEMENT

To review the current process connected to the council's risks and management thereof.

8. REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

To Note the clerks internal audit control document as an extension to the internal audit process.

9. REVIEW OF INSURANCE COVER

To Note the current level of cover which remains adequate for purpose and included additions to the service from previous terms.

10. ASSET INSPECTIONS 2020

It is **RESOLVED** that the Clerk is authorised to arrange routine asset inspections on council owned buildings as necessary.

BSH	Pavilion	Clarance House School Room
Windmill	Car parks	
Toilets	Allotments	

11. ALLOTMENTS

RESOLVED that in collaboration with the chairman to **APPROVE** a revision to the current allotment schedule to include a Deposit Scheme and charge back solution. (see background papers)

12. FINANCE

- I. to view the Draft Annual return for year ended 31st March 2020 with a view to presenting same to the full council hereafter for approval.
- II. To discuss the comments and report as detailed by the internal auditor.
- III. Balance Sheet
- IV. EMR
- V. Report from Cllr Williams who is satisfied with the accounts from the year end and can report that all accounts are in good order.

13. DATE OF THE NEXT MEETING

The next meeting will be on TBA in October 2020