



Wimborne Minster Town Council

The Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of the **Extraordinary Finance and Governance Committee** meeting held on **30 April 2024** at 6pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: D Burt, C Chedgy (Chairman of Committee), L Hinks, D March (Town Mayor) and J Morgan (Vice Chairman of Committee).
Officers: L Harrison (Town Clerk).
Members of the Public: one (a representative from Wimborne Dementia Friendly Community).

FG/2023/103	<p>Apologies for absence</p> <p>Apologies for absence were received from Councillors M Hopkins (non-business) and S Wheeler (business). Councillor Morgan proposed to accept apologies, seconded by Councillor March, all in favour.</p> <p>Resolved: apologies for absence from Councillors M Hopkins and S Wheeler were approved.</p>
FG/2023/104	<p>Declarations of interest and dispensations</p> <p>None.</p>
FG/2023/105	<p>Public Participation</p> <p>None.</p> <p>It was agreed to move item 7 of the agenda (Community Grant application) up to the next item for discussion to facilitate the member of the public present representing the Wimborne Dementia Friendly Community.</p> <p>The Committee noted the application request was similar to the organisation's previous request for 2023/24. Councillor Hinks proposed to approve the application for £500, seconded by Councillor March, all in favour.</p> <p>Resolved: the Community Grant Application from the Wimborne Dementia Friendly Community for £500 was approved.</p> <p>The representative thanked the Committee and left the meeting.</p>
FG/2023/106	<p>Committee minutes 9 April 2024</p> <p>Councillor Morgan proposed to approve the minutes of the previous Committee meeting on 9 April 2024 as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12), seconded by Councillor Hinks, all in favour.</p> <p>Resolved: the minutes of the previous Committee meeting on 9 April 2024 were approved as a correct record and signed by the Chairman.</p>
FG/2023/107	<p>Matters to report from the Town Clerk in relation to actions from previous meetings</p> <p>The Town Clerk provided information regarding a company that provided financial advice to town and parish councils as endorsed by two other larger town local councils, Dorset Council and a national local government financial VAT specialist. The Chairman proposed not to seek independent financial advice due to the costs involved, seconded by Councillor Hinks, all in favour.</p> <p>Resolved: the Town Council was not to seek independent financial advice due to the costs involved.</p>

	<p>The Chairman proposed the Town Council retain the Nationwide 95 Day Saver account and current balance, and invest £100,000 into the CCLA Deposit Fund, seconded by Councillor Morgan, all in favour.</p> <p>Resolved: the Town Council was to retain the Nationwide 95 Day Saver account and current balance and invest £100,000 into the CCLA Deposit Fund.</p> <p>The Town Clerk confirmed the Town Council's bank only facilitated one card reader on a monthly fee basis. The Chairman proposed the Town Council did not purchase a card reader, seconded by Councillor Morgan, all in favour.</p> <p>Resolved: the Town Council was not to purchase a card reader.</p>
FG/2023/108	<p>Finance reports</p> <p>The bank statements, reconciliations and list of payments and receipts for March 2024 were reviewed. Councillor Morgan proposed to approve the bank statements, reconciliations and list of payments and receipts and the Chairman authorised to initial, seconded by Councillor Hinks, agreed by all.</p> <p>Resolved: the bank statements, reconciliations and list of payments and receipts for March 2024 were approved and the Chairman authorised to initial.</p> <p>The year end accounts 1 April 2023 to 31 March 2024 were reviewed and noted. Councillor Morgan proposed to recommend the year end accounts to Full Council, seconded by Councillor Hinks, all in favour.</p> <p>Resolved: The year end accounts 1 April 2023 to 31 March 2024 were recommended to Full Council.</p>
FG/2023/109	<p>Draft Cash Handling and Banking Policy</p> <p>Councillor Burt proposed to approve and adopt the Policy, seconded by councillor Hinks, all in favour.</p> <p>Resolved: the draft Cash Handling and Banking Policy was approved and adopted.</p>
FG/2023/110	<p>Current direct debits</p> <p>The Town Council's current direct debits were noted and approved.</p>
FG/2023/111	<p>Unity Trust Bank mandate changes</p> <p>The Town Clerk explained the request to authorise the Office Manager and Cemetery Manager view only access and remove the Finance Manager's authorisation status. Councillor Morgan proposed to approve and authorise the changes, seconded by Councillor Burt, all in favour.</p> <p>Resolved: the request to authorise the Office Manager and Cemetery Manager view only access and remove the Finance Manager's authorisation status on the Unity Trust Bank account were approved and authorised.</p>
FG/2023/112	<p>Ear Marked Reserves</p> <p>The updated Ear Marked Reserves were noted. The Chairman proposed to add a further Ear Marked Reserve for the Cemetery once the cemetery budget had been added to the Town Council budget and agreed by Full Council, seconded by Councillor Hinks, all in favour.</p> <p>Resolved: a further Ear Marked Reserve for the Cemetery was to be added once the cemetery budget had been added to the Town Council budget and agreed by Full Council.</p>
FG/2023/113	<p>Section 137 Local Government Act 1972</p> <p>The briefing document prepared by the Town Clerk was noted.</p>
FG/2023/114	<p>Close of meeting</p> <p>The Chairman thanked councillors and staff for their support and diligence and closed the meeting at 6.35pm.</p>

Signature of Chairman:

Date: 23.6.24

Finance and Governance Committee Meeting 30 April 2024

Chairman's initials: