



## **Wimborne Minster Town Council**

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

### **Minutes of the Finance and Governance Committee 15 October 2024**

7 pm in the Committee Room, Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

#### **Present:**

Councillors: J Billington, C Brown, J Hart (Town Mayor), R Nash, I Sandy and S Wheeler (Deputy Town Mayor).

Officers: L Harrison (Town Clerk) and G Singleton (Finance Manager).

Members of the public: one (Councillor A Roberts)

#### **FG/2024/01 Election of Chairman**

Councillor Nash proposed Councillor Wheeler was appointed Chairman for the meeting, seconded by Councillor Hart, all in favour. **Resolved**

#### **FC/2024/02 Election of Vice Chairman**

This item was deferred.

#### **FC/2024/03 Apologies for absence**

Councillors Bartlett (business) and Morgan (non-business) provided apologies. Councillor Wheeler proposed to approve apologies, seconded by councillor Harf, all in favour. **Resolved**

#### **FG/2024/04 Declarations of interest and dispensations**

Councillors Brown (member of Wimborne Militia and the Town Crier) and Billington (involvement with Wimborne Business Improvement District) declared a non-pecuniary interest in agenda item 11 (draft budget 2025 2026).

#### **FG/2024/05 Public participation**

None.

#### **FG/2024/06 Finance reports**

The bank statements, reconciliations and list of payments and receipts for September 2024 were reviewed. Councillor Nash proposed to approve these reports and the Chairman authorised to initial, seconded by Councillor Billington, agreed by all. **Resolved**

The income and expenditure report from 1 April to 30 September 2024 was noted.

The current Ear Marked Reserves report was noted. The Town Clerk and Finance Manager updated the Committee regarding amendments to the reserves specifically the Cemetery fund in terms of tenure and amounts. Councillor Wheeler proposed to approve the updated reserves report, seconded by Councillor Nash, all in favour. **Resolved**

A discussion took place around the CCTV fund and it was agreed a visit for councillors to the CCTV control room would be arranged.

A handwritten signature in black ink, appearing to be "SNW", written over the printed text "Chairman initials:".

**FG/2024/07 Asset register**

The Town Clerk confirmed the asset register software was being updated and would come back to the Committee when complete, and requested the Committee set a de-minimis value for items. Councillor Nash proposed a value of £250, seconded by Councillor Billington, all in favour. **Resolved**

**FG/2024/08 Finance timetable for 2024 2025**

The timetable was noted.

**FG/2024/09 Internal Auditor 2024 2025**

The Town Clerk provided background information on the current Internal Auditors contract, qualifications and terms of reference for visits across the current financial year including the requirements as specified in the Joint Panel on Accountability and Governance Practitioners' Guide March 2024. Councillor Wheeler proposed to approve the continuing appointment of the Internal Auditor for 2024 2025 and confirmed the Internal Auditor's independence from the Town Council, seconded by Councillor Sandy, all in favour. **Resolved.**

Councillor Wheeler proposed to confirm the effectiveness of the internal audit process for the current financial year, seconded by Councillor Hart, all in favour. **Resolved**

**FG/2024/10 Service Level Agreement**

Councillor Wheeler proposed to approve and adopt the draft Service Level Agreement, seconded by Councillor Nash, all in favour. **Resolved**

**FG/2024/11 Draft budget 2025 2026**

The draft budget was discussed and noted.

**FG/2024/12 Next meeting and close of meeting**

The next Committee meeting (19 November) was noted and the Chairman closed the meeting at 8.03pm. *SW*

Signature of Chairman:  .....

Date: *19/11/2024* .....