



## **Wimborne Minster Town Council**

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

### **DRAFT Minutes of the Finance and Governance Committee 18 March 2025**

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

#### **Present:**

Councillors: C Brown, D Burt, J Hart (Town Mayor), B Jaggs, R Nash, I Sandy and S Wheeler (Chairman of the Committee).

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

Members of the public: none.

#### **FC/2024/37 Apologies for absence**

Apologies were received from Councillors S Bartlett (business), J Billington (non-business), W Chakawhata (business), L Hector (non-business), J Morgan (non-business), and A Roberts (non-business). Councillor Hart proposed to approve apologies, seconded by Councillor Nash, all in favour.

#### **Resolved**

#### **FG/2024/38 Declarations of interest and dispensations**

Councillors Brown declared a non-pecuniary interest (member of Wimborne Militia and the Town Crier).

#### **FG/2024/39**

##### **Public participation**

None.

#### **FG/2024/40 Committee minutes 11 February 2025**

Councillor Nash proposed to approve the minutes of 11 February 2025 as a correct record to be signed by the Chairman, seconded by Councillor Hart, five in favour, two abstentions. **Resolved**

#### **FG/2024/41 Internal Auditor's Report**

The Internal Auditor's report was noted. The recommendations in the report were discussed and the following confirmed and / or discussed:

- a 5 year budget plan was to be brought to the Committee in due course after the year end annual return process to include Council's Strategic Plan priorities and objectives
- Council had a General and Ear Marked Reserves Policy which was due to be reviewed by the Committee in time for Council's annual meeting in May
- the Finance Manager and Town Clerk were to review the management of the Town Mayor's allowance and it was agreed to ringfence these monies within the Town Council's bank account
- the Town Clerk had reviewed and amended the Community Grant Scheme Policy which was to be reviewed by the Committee in time the annual meeting in May
- Councillor Wheeler recommended checks with the Charity Commission and Companies House were to be incorporated into the Community Grant Scheme Policy
- the Town Clerk was to review an appropriate IT Policy and report back to the Committee

- the Finance Manager confirmed purchase and sales ledgers totals were now printed and matched for VAT purposes

**FG/2024/42 Asset Register**

The Town Clerk apologised for the lack of circulation of the documents and provided background information on the project. Councillor Nash proposed to agree a review via email by 24 March with a recommendation to Full Council, seconded by Councillor Wheeler, all in favour. **Resolved**  
Staff were thanked for their hard work in delivering this project.

**FG/2024/43 Risk Management Strategy**

Councillor Wheeler proposed to recommend to Full Council approving and adopting the Risk Management Strategy, seconded by Councillor Hart, all in favour. **Resolved**

**FG/2024/44 Risk Management Record**

The Town Clerk reported on the updated document. Councillor Wheeler proposed to recommend to Full Council approving and adopting the updated Risk Management Record, seconded by Councillor Nash, all in favour. **Resolved**

**FG/2024/45 Policies and procedures**

The Town Clerk confirmed the access to documents via SharePoint was due to be implemented in the next week.

**FG/2024/46 Next meeting and close of meeting**

The next Committee meeting (8 April) was noted, and the Chairman closed the meeting at 7.37pm.

**Signature of Chairman:** .....

**Date:** .....