



## **Minutes of a meeting of the Finance and Resources Committee held on 16<sup>th</sup> October 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors G. Gudka (Chair), R. Baker, P. Clayton, M. Facey, R. Keen, A. Matthews, B. Metcalfe, S. Perry, C. Searing, B. Vickers

**In attendance:** N. Brooks (RFO), H. Hurley and two members of the public

### **Public Participation**

A member of the public raised a TIMPS issue that will be forwarded as appropriate.

#### **82.0.F23 To receive apologies for absence**

Apologies were received from the Town Clerk.

#### **83.0.F23 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

#### **84.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 4<sup>th</sup> September 2023 and the extraordinary meeting held on 26<sup>th</sup> September 2023**

The minutes of the previous meeting of the Finance and Resources Committee, held on 4<sup>th</sup> September 2023, and also the extraordinary meeting, held on 26<sup>th</sup> September 2023, were presented by the Chairman.

(Councillors Metcalfe and Clayton joined the meeting at this juncture)

**Resolved** that the minutes of the meeting held on the 4<sup>th</sup> September be taken as read, confirmed and signed by Councillor Matthews who chaired that meeting.

**Resolved** that the minutes of the extraordinary meeting held on the 26<sup>th</sup> of October be taken as read, confirmed and signed by the Chairman.

#### **85.0.F23 Matters arising from previous minutes**

There were no matters arising.

#### **86.0.F23 To receive Chairs report**

The Chairman reported that he was pleased that recent meetings supported local causes through the allocation of grants, although he was disappointed that there were not more applicants for the beautification grant. The Town Clerk had been asked to explore whether funds were



available to invite more applications but had confirmed this was not possible.

The update to the accounting system, with a cleaner set of budget codes and the work of a full time RFO is already of benefit.

**87.0.F23 To receive the list of payments up to 9<sup>th</sup> September 2023**

The list of payments attached to these minutes were noted and no queries were raised.

**88.0.F23 To note the income and expenditure and earmarked reserves reports up to end of September 2023**

The income and expenditure and earmarked reserves were noted and no queries were raised.

**89.0.F23 To approve the bank reconciliation for September 2023**

**Resolved** that the bank reconciliation was approved and signed by the Chairman.

**90.0.F23 Office Accommodation Working Group update report and to agree expenditure required**

**Resolved** that it is recommended to Council that funds be released from the Property Maintenance EMR to carry out a survey on the former school building and cost the works.

**91.0.F23 To consider responding to the NALC consultation to update Model Financial Regulations**

The Chairman gave an overview of the Model Financial Regulations and made suggestions on a response.

**Resolved** that Members forward suggestions to the Town Clerk and the Town Clerk prepares a response, in consultation with the Chairman and Vice Chairman.

**92.0.F23 To receive feedback from internal check undertaken by Councillors Gudka and Matthews**

A good process for conducting and documenting checks is in place and no particular issues were found.

**93.0.F23 To receive cemeteries equipment update report**

The report was noted.

**94.0.F23 To note Interim External Audit report**

The Chairman gave a brief summary to explain why the external auditor has not been able to complete certification. Some queries were raised and will be clarified.



**Burnham-on-Sea  
& Highbridge**  
TOWN COUNCIL

**95.0.F23 To appoint Internal Auditor for 2023/24**

The Chairman gave an overview of the attached report. A discussion took place regarding the options.

**Resolved** that Hillside Business Services are appointed to carry out the internal audit for 2023/24.

**96.0.F23 Date of next meeting**

The next meeting of the Finance and Resources Committee will be held on 27<sup>th</sup> November 2023 at 7 pm.

Signed by chair.....

date.....