

Minutes of a meeting of the Finance and Resources Committee held on 5th February 2024 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

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

In attendance: K. Noble (Town Clerk), N. Brookes (RFO) and two members of the public

Public Participation – There were no representations made.

131.0 F24 To receive apologies for absence

Apologies for absence were received from Councillor Baker.

132.0 F24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

133.0 F24 To receive and approve the minutes of the Finance and Resources Committee meeting held on 23rd January 2024

The minutes of the previous meeting of the Finance and Resources Committee, held on 23rd January 2024, were presented by the Chairman.

It was noted that the wording was not complete on minute number 128.0.F24.

Resolved that the minutes of the meeting held on 23rd January 2024 were approved, subject to the amendment to minute number 128.0.F24.

134.0 F24 Matters arising from previous minutes

There were no matters arising.

135.0 F24 To receive for information minutes of sub-committees

A Human Resources Sub-Committee had been held earlier this month; the minutes have been circulated. An appointment for a Casual Duty Officer at the Theatre is proceeding.

136.0 F24 To receive the Chairs report

The internal check had been undertaken earlier today and will be reported at the next meeting.

Debtor adjustments will be considered at the next Town Council meeting.



137.0 F24 To consider cancelling the pre-paid card and replacing it with a government procurement card

A query was raised regarding the transaction verification process and the RFO advised on the enhanced authorisation process with the government procurement card.

Resolved that the pre-paid card is cancelled and a government procurement card, as detailed in the report, is applied for.

138.0 F24 To consider cemeteries waste services quotations and award contract

Resolved that the contract is awarded to Company A as recommended.

139.0 F24 To review and adopt the Statement of Internal Control

The report was reviewed. It was noted that the quarterly checks were not specifically mentioned.

Resolved that the Statement of Internal Control is adopted.

140.0 F24 To review the Grant Award Policy & Procedure

The document was reviewed. The Committee would like to encourage a wider variety of applicants and will look to promote the positive stories from those who have received grants.

Resolved that the grant allocation amount be amended to a maximum of £2,000 per application. The Grant Award Policy and Procedure is adopted with the above change.

141.0 F24 To review and adopt the Annual Investment Strategy

The Strategy was reviewed and some amendments were considered. Some background information regarding the CCLA fund was given.

Resolved that the Annual Investment Strategy is adopted with the following amendments;

8 – Date changed to 2024/2025

8.1 – The investment will be in a best value notice or fixed term deposit account or CCLA public sector deposit fund

That the RFO researches and prepares a report on best value options for consideration at the next meeting.

142.0 F24 Date of next meeting

The next meeting of the Finance and Resources Committee will be held on 18th March 2024 at 7 pm.