



**PATELEY BRIDGE TOWN COUNCIL**  
The Council Chamber, King Street  
Pateley Bridge, HG3 5LE

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## **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 20<sup>TH</sup> JANUARY 2021**

**Present: Councillor Anson, Councillor Holt and Councillor Leggett**

**In attendance: Laura Jowett, Town Clerk**

**1 To accept Apologies and reason for absence**

Councillor Skaife was not present

**2 Councillors' Declarations of Interest and Consideration of Dispensations**

None

**3 Minutes of the Meeting held on the 17th November 2020:**

**Resolved** to approve the minutes of the meeting held on the 17<sup>th</sup> November 2020, to be signed by the Chair at a later date.

**4 Bank Reconciliation**

**a) To receive the bank reconciliation for the third quarter, to 31<sup>st</sup> December 2020**

The bank reconciliation was received and noted

**5 Internal Controls**

**a) To receive and consider the draft internal controls checklist**

**b) To consider making a recommendation to the Full Council regarding the internal controls checklist**

**c) To carry out internal controls for the period 01/10/2020-31/12/2020**

a) The checklist was considered and some amendments suggested

b) **Resolved** to recommend the checklist to the Full Council

c) Bank statements were cross referenced with the minutes, invoices and cashbook.

**6 Dates of next meetings**

**To consider dates for the next meeting**

The next meeting of the Finance Committee will be held on Wednesday 20<sup>th</sup> April 2021 at 4.30pm