



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 20TH JULY 2021 AT 4.30PM IN THE COUNCIL CHAMBER

Present: Councillor Anson (chair), Councillor Holt and Councillor Skaife

In attendance: Laura Jowett, Town Clerk

2122/1 To accept Apologies and reason for absence

Apologies and reason for absence had been received from Councillor Leggett.

Resolved to accept apologies and reasons for absence for Councillor Leggett.

2122/2 Councillors' Declarations of Interest and Consideration of Dispensations

None

2122/3 Minutes of the Meeting held on the 27th April 2021:

Resolved to approve the minutes of the meeting held on the 27th April 2021

2122/4 Internal Controls

a) To carry out internal controls for the period 01/04/2021-30/06/2021

Bank statements were cross referenced with the minutes, cashbook and invoices. The internal control checklist was checked by the committee and completed and signed by Councillor Holt.

Councillor Anson and Councillor Skaife advised that although they hold personal bank accounts with the same bank as the council, their personal bank accounts are not linked to those of the Council for internet banking purposes.

2122/5 Budget Monitoring

a) To receive and consider budget monitoring to 30th June 2021

The budget monitoring for the first quarter was received and considered. It was noted that the caretaker's invoices will be received at the end of each quarter and won't be reflected in the budget monitoring until the following quarter. The seasonal nature of the work means that expenditure may not be spread evenly throughout the year.

b) To consider virement between budget headings and make a recommendation to Full Council.

Due to receiving a number of invoices for IT services there is a known overspend on the IT budget heading. The Finance Committee considered this and budget headings with an expected underspend. Councillor Holt advised that there is likely to be a significant underspend on Mayoral travel due to the ongoing impact of the pandemic on local events.

Resolved to recommend to the Full Council that £500 be vired from the Mayoral travel heading to the IT budget heading.

2122/6 Dates of next meetings

To consider dates for the next meeting

The next meeting of the Finance Committee will be held on Tuesday 18th October 2021 at 4.30pm