



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

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**DRAFT MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19TH APRIL 2022
AT 4.30PM IN THE COUNCIL CHAMBER**

Present: Councillor Anson (Chair), Councillor Leggett and Councillor Skaife

In attendance: Laura Jowett, Town Clerk

2122/22 To accept apologies

Apologies were received from Councillor Holt.

2122/23 Councillors' Declarations of Interest and Consideration of Dispensations

None

2122/24 Minutes of the Meeting held on the 18th January 2022:

Resolved to approve the minutes of the meeting held on the 18th January 2022

2122/25 Internal Controls

a. To carry out internal controls for the period 01/01/2022-31/03/2022

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 Anson.

2122/26 Bank reconciliation

To receive a bank reconciliation to the 31st March 2022

The bank reconciliation was received and noted.

2122/27 Budget monitoring

To receive and consider a budget monitoring report to 31st March 2022

The budget monitoring report for 2021-2022 was received and considered.

It was noted that the Council's income was higher than anticipated due to Christmas lights funding being received which was not included at the time the budget was set, and an early payment of the Ice Cream concession for 2022-2023.

The Council has underspent on its budget for the year but it was noted that the council is awaiting a final invoice from the caretaker for 2021-2022.

2122/28 Accounts

The draft accounts for 2021-2022 were received and noted

2122/29 Asset Register

The Finance Committee reviewed the asset register. Queries were raised regarding some items and whether it is necessary to include the LED lights at Glasshouses bus shelter and the replacement roundabout seats. Councillor Leggett advised that the Space Net on the

recreation ground had been donated to Harrogate Borough Council when it was purchased and therefore should not be included on the Town Council's asset register. The Committee noted that the youth shelter on the recreation ground is owned jointly with Bewerley Parish Council and agreed to identify with Bewerley Parish Council whether each asset in the recreation ground is jointly owned or not for the purposes of insurance.

2122/30 Financial Risk Assessment

a) To review the Council's Financial Risk Assessment

b) To consider recommending the Financial Risk Assessment to Full Council

The Finance Committee reviewed the Financial Risk Assessment and agreed to include the defibrillators in the physical assets and to document that data is backed up on a monthly basis. Subject to these amendments the committee resolved to recommend the Financial Risk Assessment to the Council.

2122/31 Dates of next meetings

To consider dates for the next meeting

The next meeting of the Finance Committee will be held on Tuesday 19th July 2022 at 4.30pm.

DRAFT