



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

Tel: 07751 571 374 Email: clerk@pateleybridgetowncouncil.gov.uk

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

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

In attendance: Suzanne Smith, Town Clerk, Councillor Wright (arrived 17.45)

2223/1 To elect the Chair of the Finance Committee

Resolved: that Cllr. Anson is elected as Chair.

2223/2 To accept apologies

None received.

2223/3 Councillors' Declarations of Interest and Consideration of Dispensations

None

2223/4 Minutes of the Meeting held on the 19th April 2022:

Resolved to approve the minutes of the meeting held on the 19th April 2022 (*Cllr. Holt abstained as he was not present*).

The Chair moved to item 2223/06 – Bank Reconciliation

2223/5 Bank reconciliation

To receive a bank reconciliation to the 29th June 2022

The bank reconciliation was received and noted.

The Clerk said she had been unable to check the transactions on 30th June as she did not have access to the bank account. She would confirm the transactions from that day as soon as she was able to.

A question was raised about a payment of £8.88 in the cash book to Cllr. Anson, which had not left the account up until 29th June, nor had it been received by him, despite being approved by Council. The Clerk said she would find out what happened to it once she had access.

2223/6 Budget monitoring

To receive and consider a budget monitoring report to 30th June 2022

The budget monitoring report for quarter 1 of 2022-23 was received and noted.

Members queried how many extra hours the previous clerk had been paid for a) in lieu of annual leave and b) as additional hours worked.

The Clerk said she would find this information out and report back.

The Chair moved back to item 2223/05 – Internal Controls

2223/7 Internal Controls

To carry out internal controls for the period 01/04/2022-30/06/2022

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 Leggett.

It was noted that a payment of £1,866.90 (approved on 7 June 2022) to the caretaker had been paid correctly but mistyped as £1,886.90 in the council minutes on 7 June 2022.

The following payments had been missed out of the 7 June 2022 council minutes. The Clerk said she would include them on the August agenda.

- i. A payment of £83.78 (paid on 9 June 2022) to J. Todd & Sons
- ii. A direct debit of £35 (paid on 7 June 2022) to the ICO.

223/8 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 2022 at 4.30pm.

Meeting ended at 5.45pm.