



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 JANUARY
2023 AT 4.30PM IN THE COUNCIL CHAMBER**

Present: Councillor Holt (Chair), Councillor Skaife and Councillor C. Thompson

In attendance: Suzanne Smith, Town Clerk

2223/18 Election of Chairman

Resolved: that Cllr. Holt is elected as Chair.

2223/19 To accept apologies and reasons for absence

Apologies were received from Cllr. Leggett

2223/20 Councillors' Declarations of Interest and Consideration of Dispensations

None

2223/21 Approval of Minutes

Resolved: that the minutes of the meeting held on the 18th October 2022 are approved as a correct record (Cllr. Thompson abstained as he was not present at the meeting).

2223/22 Bank reconciliation

Resolved: that the bank reconciliation as at the 31st December 2022 is noted and approved as correct.

2223/23 Budget monitoring

Resolved: that budget monitoring report to 31st December 2022 is noted and approved.

2223/24 Internal Controls

Members carried out the internal controls for the period 01/09/2022 - 31/12/22.

When discussing rents, the Clerk raised the rental previously received from The Knott, but which seemed to have ceased. Members felt that the £40 received every 4 years was negligible and probably not worth the council's time pursuing. It was suggested that the Clerk speak to Cllr. Lumley as he is more informed on this matter.

The Clerk raised the possibility of investing in accounting software, which, while taking extra time to set up would ultimately save time and provide councillors with improved reporting and overview of the accounts to aid the internal control process. Members suggested that the Clerk should obtain quotes and put this on the full council agenda for discussion.

2223/25 Dates for next meeting

Members agreed that the next meeting will take place on Thursday 20 April 2023 at 3pm.
Unless setting the budget, financial committee meetings need only be scheduled to last half an hour.

Meeting ended at 5.10pm.