



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 18TH APRIL 2023
AT 6.30PM IN THE COUNCIL CHAMBER**

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

In attendance: Suzanne Smith, Town Clerk

2223/26 Apologies and reasons for absence.

Cllr. Leggett - ill

2223/27 Councillors' Declarations of Interest and Consideration of Dispensations.

None

2223/28 Approval of Minutes

Resolved: that the minutes of the meeting held on the 19th January 2023 are approved as a correct record.

2223/29 Bank reconciliation

Resolved: that the bank reconciliation as at the 31st March 2023 is received and noted as correct.

2223/30 Budget monitoring

Members considered a budget monitoring report to 31st March 2023.

Resolved: that the report is received and noted.

2223/31 Annual Return (AGAR) 2023-23

Members considered matters raised by the Clerk relating to the Annual Return and 2022-23 accounts.

Resolved: that the following proposal is put to Full Council.

The Finance Committee recommends that PBTC should:

- i. include the Mayor's Fund bank account and its receipts and payments in the 2022-23 AGAR and thereafter.
- ii. Include the receipts and payments relating to the parking permits in the 2022-23 AGAR and thereafter.

2223/32 Asset Register

Members considered the 2022-23 Asset Register ahead of internal audit.

A question was raised as to whether the Perspex screen used for the Fox's Head Easter display should be included, but it was not felt to be a good idea.

Resolved: that the Asset Register is approved.

2223/33 Internal Controls

Members carried out the internal controls for the period 01/01/2023 - 31/03/23, which were duly signed.

2223/34 Review of Effectiveness of Internal Controls

Members considered the effectiveness of PBTC's internal controls for the 2022-23 financial year. The Clerk tabled relevant documentation for review.

Resolved: that the Finance Committee recommends to Full Council that PBTC's internal controls continue to be effective.

2223/35 Dates for next meeting

Resolved: that the next meeting will be held on Tuesday 18th July.

Meeting ended at 7.05pm.

DRAFT