

MINUTES OF THE FINANCE & GENERAL PURPOSES WORKING GROUP MEETING
HELD AT 8.00PM ON MONDAY 21ST JUNE 2021 VIA MS TEAMS.

PRESENT

Chairman: Cllr M Beanland

Cllrs: L A Clarke, S Lees, P Oakes, and Mrs J Saunders, M Sewart and Mrs N Wylie

Officers in attendance: Haf Barlow (Town Clerk)

1. Anyone attending or present at the Working Group meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

There was no recording of the meeting.

2. Questions from members of the public

There were no members of the public in attendance.

3. Apologies for absence

Cllrs D Belcher and T Swatridge

4. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

5. Note the action log for 2021/22

Members reviewed the action log and the Clerk provided a verbal update.

RESOLVED: That the action log for 2021/22 was noted (NC)

6. Receive and consider the internal audit including the interim audit for 2021 and to approve the action plan for recommendation to Town Council.

The Clerk explained that the auditor's report that was presented to the Town Council was not in the correct format as the documents had been sent by the auditor in error. However, the issues identified in the initial report were the same that were in the auditor's final report which had now been circulated. The Clerk outlined the auditor's recommendations and the actions that were identified as a result. The Deputy Clerk is currently in the process of completing a contracts register and a VAT verification system has now been set up. The

Clerk has requested the supplier fraud checklist from the auditor and once this is sent will check against the financial regulations to ensure that they deal with supplier fraud sufficiently.

RESOLVED: That the audit and interim audit together with the action plan are received and recommended to Town Council for adoption (NC)

7. Approve the risk assessment for 2021-2022 for recommendation to the Town Council.

A number of minor amendments were identified and will be corrected by the Clerk before being submitted for adoption to the Town Council meeting in September.

Page 6 – remove reference to the investment policy not being implemented

Page 5 – remove reference to the caretaker

Page 14 – should refer to people not person

RESOLVED: Subject to the amendments above the risk assessment is approved and recommended to the Town Council for adoption (NC)

8. Receive a report from the Clerk on the GDPR action plan and to recommend to the Town Council the Personal Data Management and Audit Policy

The Clerk provided information on the GDPR action plan, significant progress has now been made. The Personal Data Management and Audit Policy had not been sent with the agenda pack and would be circulated to councillors for approval. It should be noted that the Deputy Clerk will be sending out a GDPR form to councillors asking them to provide information about what data they hold. In addition, the requirement for a record log of processing data has been investigated and it is believed that as this relates to automatic data processing, this is not required as the Town Council do not process data in this way.

The Town Council should start to use an email disclaimer. A councillor had a sample email disclaimer which he would send to the Clerk.

RESOLVED: That the report on the GDPR action plan is received. The Clerk to circulate the Personal Data Management and Audit Policy for adoption (NC)

9. Receive and consider a report from the Clerk on legal proceedings issued against the Town Council

The Clerk outlined the details of the legal proceedings which are currently being defended by the Town Council's insurance company. recommendations.

RESOLVED: That the report from the Clerk on legal proceedings issued against the Town Council is received (NC)

10. Receive and consider the list of direct debits

RESOLVED: The list of direct debits for 2021-2022 were received and approved by the Chair, Vice Chair and the member of the Working Group who were in attendance.

11. Note that the Chair has verified the bank reconciliation for January, February, March, April and May 2021

The Chair confirmed that he had verified the bank reconciliations. Usually bank reconciliations were brought to the physical meetings of the Finance and General Purposed Committee meetings. All bank statements were available to members of the committee should they wish to examine them.

RESOLVED: That the bank reconciliation for January, February, March, April and May 2021 as verified by the Chairman was noted (NC)

12. Receive and consider the income and expenditure report

RESOLVED: That the income and expenditure report for April and May was received (NC)

13. Receive and consider the earmarked reserves

It was noted that substantial capital will be required over the next year to undertake repairs and improvements to the Civic Hall.

RESOLVED: That the earmarked reserves for the Town Council were received (NC)

14. Receive and approve the payment schedules for November & December 2020.

RESOLVED: That the following payment schedules were received and approved:

January 2021 Current Account £41,752.24

January 2021 Deposit Account £188.31

February 2021 Current Account £186,913.80

February 2021 Deposit Account £199,999

March 2021 Current Account £42,813.26

April 2021 Current Account £52,264.06

May 2021 Current Account £49,031.48(NC)

15. Consider the initial recommendation of the Boundary Commission review of constituencies

It was noted that the recommendation was that the Macclesfield constituency should remain the same.

RESOLVED: That the Clerk write to the Boundary Commission to express it's support for the recommendation that the Macclesfield Boundary Commission should remain unchanged (NC)

16. Any communication messages arising from this meeting

The Working Group agreed that staff and Graham the contractor should be thanked for their work on the Civic Hall Flowerbed. The Town Council's support for the initial Boundary Commission recommendation should also be communicated to residents.

RESOLVED: That above communication messages arising from this meeting was agreed (NC)

Meeting end time: 9.00pm

Chair.....

Dated.....