

**MINUTES OF THE MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 25TH APRIL 2017**

Present F.W.P. Treanor (FWPT) (in the chair)

Councillors: Mrs. E. Ballard JP (EB), C. Green (CG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton (GEH), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway MBE (MO), D. Turner (DT), Mrs. P.F. Watson and D.E. Wing (DEW)

Councillors not present: Mrs. J. Speed (JS), L.M. Stephenson (LMS), Mrs. D. Blakey (DB), Mrs. S. Crew (SC), J. Garrett (JG), R. Jackson (RJ),

The Town Clerk, Mrs. L.J. Blankley and her Secretary, Mrs. L.M. Phillips were also present.

607. Apologies for Absence

Apologies were received from Councillors Mrs. D. Blakey (DB), Mrs. S. Crew (SC), J. Garrett (JG), R. Jackson (RJ), L.M. Stephenson (LMS).

608. Chairman's Remarks

The Chairman read out a comment included on the Town Council's internal audit report as follows:

"I recommend that the Town Clerk and assistant be congratulated on providing continued excellent administration support and comprehensive financial records on behalf of Louth Town Council."

609. Declarations of Interest

Declarations of interest were received as follows:

- a. Cllr. Mrs. PFW – agenda item 6 – as a member of West Yorkshire and Lincolnshire Pension Fund.
- b. Cllrs. AL, Mrs. JMS and DEW – agenda item 9 – as trustees of Hubbard's Hills.

610. Minutes

Following a proposal by Cllr. FWPT, seconded by Cllr. Mrs. SEL it was **RESOLVED** to approve as a correct record the Minutes of the meeting held on 11th April 2017.

611. Town Clerk's Report on Matters Outstanding

The Town Clerk reported that she would going to Skegness Town Council on Wednesday 26th April to carry out their internal audit.

612. Correspondence

The Committee noted that the following correspondence had been received:

- a. From: West Yorkshire Pension Fund Re: Pensions Fact Cards 2017/18
- b. From: Lincolnshire Pension Fund Re: 2016 Actuarial Valuation Report issued March 2017.

613. Financial Reports

The Committee noted that all of the reports listed below had been circulated at the meeting of 11th April 2017 and by post to those not attending that meeting.

Following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL it was **RESOLVED** to authorise the following Cash Books listed in section a.:

- a. Cash Books
 - i. Month 10 Cash Book 1 Receipts £4,859.95 Payments £30,923.75
 - ii. Month 10 Cash Book 2 Receipts £0.00 Payments £75.49
 - iii. Month 11 Cash Book 1 Receipts £3,528.95 Payments £12,919.80
 - iv. Month 11 Cash Book 2 Receipts £200.00 Payments £119.23

- v. Month 12 Cash Book 1 Receipts £8,132.66 Payments £19,977.32
- vi. Month 12 Cash Book 2 Receipts £0.00 Payments £110.38

- b. Following a proposal by Cllr. AL, seconded by Cllr. DJEH it was **RESOLVED** to authorise the Budget Variance Report as at 31st March 2017.
- c. Following a proposal by Cllr. AL, seconded by Cllr. Mrs. MO it was **RESOLVED** to authorise the Trial Balance as at 31st March 2017 listing
 - i. Reconciliations as at 31st March 2017
 - 1. Lloyds Bank Treasurers £121,836.82
 - 2. Lloyds Bank Deposit £69,438.71
 - 3. NSI £108,350.48
 - 4. Petty Cash £58.30
 - ii. Following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL it was **RESOLVED** to authorise Reserves – General and Ear Marked.
- d. The Committee noted that the Asset Register valuation was £1,292,440 and received the detailed document.

614. Annual Return / Audit

Following a proposal by Cllr. AL, seconded by Cllr. Mrs. JMS it was **RESOLVED** to recommend to the Town Council that Statements 1 and 2 of the Annual Return be authorised by the Town Council at its meeting on 9th May.

The Committee also noted the ‘Notice of date of commencement of the period for the exercise of public rights’. The Town Clerk reported that it would be announced on 9th May that the financial records were available to view, by appointment during the period from 5th June to 14th July.

615. Annual Authorisations

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. CG re. item a. below and a proposal by Cllr. Mrs. SEL, seconded by Cllr. AL in the case of b. below, it was **RESOLVED** that the Committee should approve that the Town Clerk could make payments for 2017/18 as required by agreements for:

- a. Hubbard’s Hills Maintenance – two instalments April £17,500 plus £10,000 additional funding, September £17,500
- b. Public Works Loan Agreement – two instalments totalling £20,513.42, August and January.

616. Next Meeting

The Committee noted that the date of the next scheduled meeting was 23rd May 2017.

The Meeting Closed at 9.40pm.

Signed _____ (Chairman)

Dated _____