** Chipping Norton Town Council**

**The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ**

**Tel:** 01608 642341

**Email:** cntownclerk@btconnect.com

                                                                                          **Office Hours**: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Finance and Resources Committee** held online by ZOOM video conferencing system on **Tuesday 2nd February, 2021 at 7.15 pm.**

The following members were present:

Cllr Coleman

Cllr Bradley

Cllr Butterworth,
Cllr Heyes,

Cllr Mazower

Cllr Poole
Cllr Tucknell

Also in attendance:

Louise Steele, Locum Clerk
Steve Milton, Locum Clerk
Sonia Murgia, Accounts Assistant

1. **Minutes**

**RESOLVED:** that the minutes of the last meeting held on 2nd December, 2020 be approved as a correct record and signed by the Chair at the next available opportunity.

1. **Public Participation**

No questions or statements were received.

1. **Apologies for absence**No apologies were submitted.
2. **Declaration of interests**There were no declarations.
3. **Staffing Sub Committee**
The Committee received the minutes of the Staffing Sub-Committee meeting held on 14 December 2020, there were no recommendations arising.
4. **Health and Safety Sub Committee**The Locum Clerk reported that as a result of recent resignations, two additional members needed to be appointed.

**RESOLVED:** that Councillors Mazower and Bradley be appointed to the Health and Safety Sub-Committee.

1. **Financial Regulations:**
The Committee reviewed the revised Financial Regulations. In connection with this matter the members considered new banking arrangements.

**RECOMMENDED TO THE COUNCIL:**

* 1. that subject to the amendments recommended by the Locum Clerk and those set out below, the Financial Regulations be adopted:

		1. That the Council’s practice of internal control be reviewed to match with process set out in Financial Regulations, particularly with regard to the prior approval of expenditure by the Council;
		2. That the final line of Para 4.8 be amended to read:

		*‘For this purpose “material” shall be in excess of £100 or 10% of the individual budget code, whichever is the larger.’*
		3. The inclusion of a glossary of terms
	2. That the Locum Clerk be appointed as a temporary signatory for the purposes of the new Unity Bank account.
1. **Expenditure to the end December 2020**
The Committee noted the budget monitoring report. The Accounts Clerk explained how the Welfare and Allotments Charities were charged for services provided by the Council and it was agreed that this should be reviewed in 2021-22 for the following financial year. Members noted that the high level of reported miscellaneous expenditure included the locum services provided by the Local Government Resource Centre.

**RESOLVED:** that the budget monitoring report be approved.

1. **Schedule of Payments**
The Committee considered the schedule of payments prepared by the Accounts Clerk and reviewed a new format demonstrated by the Locum Clerk.

**RESOLVED:** that the schedule of payments be approved and the new format be adopted.

1. **New Website – Specification for Contract**The Mayor reported discussions held with web developers Zonkey based on the Council’s requirements (previously circulated). Zonkey had provided assistance with the specification and the Mayor shared a revised draft and demonstrated the generic council web site design provided by the Company.Members noted that a new website would cost in the region of £5,000 with ongoing hosting, maintenance, gov.uk domain and email hosting. Members thanked the Mayor for her work on the new site and agreed that quotations should now be sought using the amended specification.

**RESOLVED:** that quotations now be sought from Zonkey and two other companies for the development of the Council’s new website.

1. **Grants Policy**
The Committee considered the draft updated policy prepared by the Locum Clerk (previously circulated)

**RESOLVED:** that the draft policy be referred to the next meeting of the Communities Committee for consideration.

1. **Forward Work Programme**The Committee welcomed progress made on the forward work programme (previously considered).
2. **Date of Next Meeting:** Wednesday 31st March 2021

The Chair closed the meeting at 9.10pm

Signed as a correct record:

………………………………………………………………………………………..

Chair

Date: