

## PORTLAND TOWN COUNCIL

### FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY 30<sup>TH</sup> MAY 2018 at 10.30 AM

**PRESENT:** Councillors Susan Cocking (Chairman), Jo Atwell, Ray Nowak and Charlie Flack

**IN ATTENDANCE:** One member of the public.

**202. Apologies for Absence**

Cllr. Draper sent apologies.

**203. Declarations of Interests**

None were declared.

**204. Minutes of the Finance Meeting Held on 2nd May 2018**

These were agreed as a true and accurate record of the meeting and signed by the Chairman.

**205. Minute Update and Matters Arising**

An amendment to 195 had been requested. This had already been altered in the minutes as presented at 204.

**206. Public Participation**

There were no comments from the public.

**207. Staff payroll payment dates**

There was no known legal reason why staffs were paid on the 20<sup>th</sup> of each month. The committee will recommend to Full Council that the staff pay roll be incrementally moved to 30<sup>th</sup> of each month with the exception being February.

**208. Pre approval of invoices**

The committee will recommend to Full Council that any invoice below the sum of £500 can be authorised by the finance committee.

**209. Closure of Nationwide account**

It was recommended to close the current account once the signatory issue was sorted and if needed open a new one.

**210. Authority for all staff to use Internet banking**

The committee were content that both the Clerk and Assistant Clerk has access to internet banking.

**211. Authority for all staff to use Quick books**

The committee were content that all staff should have the ability to use Quick books. However, the committee agreed to use a more user friendly excel spreadsheet effective from the beginning of the new financial year.

**212. Draft audit report**

The Clerk had received part 1 of the internal audit. The committee decided to review the recommendations in one go.

**213. 2018/19 Financial Report to 31st May 2018**

There had been little activity since the last Full Town Council. It was agreed that the report would be emailed out at the end of each month.

**214. Payments for approval**

There were no payments for approval.

**215. Next meeting**

The next meeting was confirmed on Wednesday, 4th July 2018, at the Council Offices, Easton, starting at 10.30 am.

Signed ..... Dated .....  
(Chairman)