



**NANTWICH TOWN COUNCIL**

**MINUTES OF THE FINANCE COMMITTEE HELD ON 28<sup>th</sup> OCTOBER 2021**

**Present** – Councillors: John Statham, Arthur Moran and Pam Kirkham with Samantha Roberts the Town Clerk.

**Also present:** Councillor Stuart Bostock

**31. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors, David Marren (Chair), David Greaves, Phil Staley and Stephanie Wedgwood.

**32. DECLARATIONS OF INTEREST**

There were no declarations of interest expressed.

**33. MINUTES OF FINANCE COMMITTEE OF 22<sup>nd</sup> July and 11<sup>th</sup> October 2021**

Committee approved the minutes of the Meetings held on 22<sup>nd</sup> July and 11<sup>th</sup> October 2021

**34. INCOME AND EXPENDITURE**

The Town Clerk spoke to the report advising members that at the mid-way point of the year both income and expenditure were better than had been expected, which whilst promising suggested that caution should be taken with the increase in Covid cases throughout Cheshire. If the increase results in further restrictions, then this could have an impact on income from future shows.

Councillor Kirkham asked about the popularity of the shows and if tickets were selling well. The Clerk advised that the sale of tickets was linked to the popularity of the performers and did not appear to be affected by Covid. To date most of the shows had sold at least 200 tickets with some having sell out events with good secondary spend through bar sales.

Councillor Statham commented positively on the expenditure to date with 53% of the budget spent at the six month point in the year.

**Resolved:** It was resolved:

- a) To note and approve the review of the income and expenditure and bank reconciliations as of 31 August and 30 September.

**35. FINANCIAL RISK ASSESSMENT**

**Resolved:** It was resolved to defer consideration of the Financial Risk Assessment until the next meeting of the Finance Committee.

**36. GRANT APPLICATIONS**

Applicant	Project	Total cost (£)	Grant Requested (£)	Notes
South Cheshire Scooter Alliance	Classic Scooter Festival	£999.50	£500	This is the first festival for the group in the town. Organisers are being supported by NTC staff
<b>Total</b>		<b>£999.50</b>	<b>£500</b>	

**Resolved:** It was resolved to approve the grant applications as detailed above

### 37. FINANCIAL REGULATIONS

Members considered the previously circulated report relating to recommendations from the internal auditor. The Clerk provided members with details of the existing card holders for the Royal Bank of Scotland one card together with the daily and monthly limits for each card holder. Councillor Statham asked if the use of the credit cards by staff still required the authorisation by the Clerk or Facilities Manager with quotes for items over £1000. The Clerk confirmed that staff did seek authorisation to spend before making purchases and the Financial Regulations were still followed on purchases over £1000.

The Clerk also sought support from members to amend the Financial Regulations in line with the Scheme of Delegation for the Clerk which authorises the Clerk to incur expenditure on items where there is a budget set taking into consideration the Financial Regulation requirements for quote on items over £1000.

**Resolved:** It was resolved:

- a) That committee approve the authorized card holders with daily and monthly limited as detailed:

Town Clerk	no daily limit	total collective monthly limit of £14,000	
Facilities Manager	£500 daily limit	£3,000	monthly limit
Ass. Facilities Manager	£500 daily limit	£3,000	monthly limit
Civic Hall Ass. Manager	£500 daily limit	£1,000	monthly limit
Electrician	£1,000 daily limit	£1,000	monthly limit
Technical Officer	£1,000 daily limit	£5,000	monthly limit
Deputy Clerk	£250 daily limit	£1,000	monthly limit

Total combined limit **£14,000**

- b) That members recommend approval to full council for the amendment of the Financial Regulations in line with the Scheme of Delegation.

### 38. ACCOUNTS AND PAYMENTS

**Resolved:** That the schedule of payments be approved in accordance with the previous resolution of the Town Council to use the General Power of Competence, the total sums as follows:

Trading Account = £99,497.33  
Current Account = £2,100.29  
One card = £4528.76

**The meeting ended at 7.00pm**

Signature of Chair :.....

Date :.....