**Crewe Town Council**

**Finance and Governance Committee**

1 Chantry Court,

Forge Street,

Crewe,

Cheshire,

CW1 2DL

Tel: 01270 756975

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

**Minutes of the Meeting held on Tuesday 30th June 2020**

|  |  |
| --- | --- |
| **20/2/01** | Present:- |
|  | Councillors Tess Buckley, Joe Cosby, Tom Dunlop, Jill Rhodes and John Rhodes |
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|  | Apologies:- |
|  | Apologies for absence were received from Councillor Jamie Messent (work commitments) |
|  |  |
|  | In attendance:- |
|  | Hannah Marr (Interim Responsible Financial Officer), Lindsay Lewis (Town Centre Projects Officer) and Pete Turner |
|  |  |
| **20/2/02** | To note declarations of members interests |
|  |  |
|  | No declarations of members interests were received |
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| **20/2/03** | Public Participation |
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|  | A period not exceeding 15 minutes for members of the public to ask questions or submit comments  Any members of the public wishing to participate should email [townclerk@crewetowncouncil.gov.uk](mailto:townclerk@crewetowncouncil.gov.uk) before 4pm on Tuesday 30th June 2020 providing their name, email address and an indication of the subject of their question or comment. An invitation to join the Zoom meeting will then be sent |
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|  | No questions or comments were submitted to the Finance and Governance Committee by members of the public |
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| **20/2/04** | To confirm and sign the Minutes of the Finance and Governance Committee Meeting held on Thursday 28th May 2020  ***(minutes attached)*** |
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|  | The Minutes of the Finance and Governance Committee Meeting held on Thursday 28th May 2020 were approved by Members as an accurate record |
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|  | Councillor Emma Angier joined the meeting at the end of this Item |
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| **20/2/05** | To consider matters related to a grant application submitted by the Town Council to the Architectural Heritage Fund  ***(document to follow)*** |
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|  | The Town Centre Projects Officer provided a verbal update to Members regarding the grant application submitted to the Architectural Heritage Fund and the terms of the grant offer |
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|  | Members ***resolved*** to recommend to Council that the grant offer be accepted |
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|  | The Town Centre Projects Officer left the meeting at the end of this Item |
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| **20/2/06** | To review the year to date expenditure for the Council as a whole and the current status of the Earmarked Reserves  ***(attached)*** |
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|  | Members reviewed the year to date expenditure for the Council as a whole and the current status of the Earmarked Reserves |
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| **20/2/07** | To consider matters related to the revised COVID-19 Risk Assessment  ***(attached)*** |
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|  | Members considered the revised COVID-19 Risk Assessment and ***resolved*** to adopt it as a working document |
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| **20/2/08** | To consider matters related to the recent flood in the Town Council Offices |
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|  | The Interim Responsible Financial Officer provided an update to Members regarding the recent flood in the Town Council Offices |
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| **20/2/09** | To consider matters related the Town Council’s Pre-Payment Card |
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|  | The Interim Responsible Financial Officer provided an update to Members relating to the Town Council’s Pre-Payment Card |
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|  | Members ***resolved*** to delegate authority for the Interim Responsible Finance Officer in conjunction with the Town Clerk to explore alternative Payment Cards and that a report is presented to a future meeting of the Finance and Governance Committee |
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| **22/2/10** | To receive and consider the Internal Audit Report received from JDH Business Services Limited on 22nd June 2020  ***(attached)*** |
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|  | Members considered the Internal Audit Report received from JDH Business Services Limited and ***resolved*** to recommend to Council that it be accepted |
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| **22/2/11** | To consider making a recommendation to Council that the Annual Governance Statement and Annual Accounting Statement for the financial year 2019 / 2020 is approved and signed  ***(document to follow)*** |
|  |  |
|  | Members ***resolved*** to recommend to Council that the Annual Governance Statement and Annual Accounting Statement for the financial year 2019 / 2020 is approved and signed |
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| **22/2/12** | To consider the date of future meetings of the Finance and Governance Committee:- |
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|  | * Tuesday 25th August 2020 * Tuesday 27th October 2020 * Tuesday 15th December 2020 * Thursday 25th February 2021 |
|  |  |
|  | **The Finance and Governance Committee Meeting closed at 8.14pm** |