



## AYLESBURY TOWN COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD THROUGH THE ZOOM VIDEO CONFERENCING SYSTEM, WEDNESDAY 10<sup>th</sup> March 2021 AT 7.00 P.M.

Present: Cllr M Smith (Chairman)  
Cllr R Lloyd  
Cllr T Dixon  
Cllr Mrs D Summers  
Cllr A Christensen  
Cllr M Winn

Officers present: Keith Gray (Town Clerk)

2 Members of the public in attendance

The Chairman brought the meeting to order at 7.00 p.m.

**1. APOLOGIES FOR ABSENCE**

**Resolved:** To receive and accept apologies for absence from Cllr M White (family commitment) and substituted by Cllr R Lloyd.

**2. DECLARATIONS OF INTERESTS**

To declare any personal or prejudicial interests  
No declarations of interest received.

**3. MINUTES OF THE MEETING HELD ON 11<sup>th</sup> NOVEMBER 2020**

**Resolved:** That the Minutes of the meeting of 11<sup>th</sup> November 2020, be duly approved as a correct record and signed by the Chairman.

**5. MATTERS ARISING FROM THE MINUTES**

The Town Clerk indicated there were no matters to report from the Minutes. The Clerk reported that Devolved Services amounts for agreed work had been agreed and the figures were the same as last year.

**6. BUDGET MONITORING & CASH BOOKS**

To consider the cash books and bank reconciliation for Month 10 (January 2021) and to review the budgetary position to Month 10 (January 2021) and report to Town Council, as appropriate.

The Chairman indicated that the budget was on track to come in at or below the budget in the current year. There were no questions or comments.

Questions were asked on why we were slightly behind and Members were reminded that this was due to information being delayed or going through the process and also payments not yet being shown in the bank statements. There were no concerns raised. Question was asked if the town council was concerned about the covid situation with regards to its finances and we agreed that we have managed to cover any loss because of the situation in not spending in other areas such as community events.

**Resolved:** It was unanimously agreed that Month 10 (January 2021) accounts as presented be duly endorsed.

**7. INTERNAL AUDIT REPORT - SECOND INTERIM 2020/21**

To receive and endorse the second interim 2020/21 internal audit report. Members considered the report which had been circulated in advance of the meeting. The Chairman acknowledged that it was a very positive report and confirmed that the Council's financial processes were clearly in accordance and compliance with the audit.

**Resolved:** It was unanimously agreed that the Internal Audit Report - Second Interim 2020/21 be duly endorsed. The Chairman and Members thanked all those involved in managing the council's finances and procedures as shown in the internal audit report.

**8. REVIEW OF CORPORATE RISK ASSESSMENT 2020/21**

To receive consider and agree the 2020/21 Corporate Risk Assessment. A number of dates were incorrect in the report and they needed changing. Members suggested we should look at the Health Risk, in the context of the current Covid pandemic and the possibility of future pandemics occurring, to make sure the markings were correct and actions to mitigate the risk as far as possible are clearly identified.

There was also a suggestion that the style of the report be changed which the new council may wish to consider. This could be in the form of a graph showing a Red/Amber/Green rating for each risk, identified from its levels of 'Severity' and 'Probability'. This would enable Council to clearly see the risks that are most in focus at any one time and prioritise its actions accordingly.

**Resolved:** It was unaimously agreed to accept the Corporate Risk Assessment as shown with the above changes to be made on dates.

**9. DATE OF NEXT MEETING**

To note the date of the next meeting will be scheduled in due course.

**Resolved:** Noted.

Cllrs Christensen, Summers and Winn expressed appreciation to Cllr Smith for his commitment in the role of Chairman of the Finance Committee. They especially wished to thank him for clearly explaining the finances, sharing and drawing attention to matters not brought up by

individual councillors but ensuring that all councillors were fully aware of where the council stood in regards to its finances.

Meeting closed at 7.14 pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman