



TOWN COUNCIL OFFICES
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Minutes of the **Policy and Resources** Committee meeting of Shepton Mallet Town Council that was hosted on software called Zoom on **Tuesday 23rd June 2020 at 7pm.**

Present: Cllrs W Frapple (Chairman), S Hale, M Harrison, B Height, C Inchley, G Kennedy, B Manley, N Tolson.

In Attendance: C Starkie, Town Clerk and L Evans, Assistant Town Clerk

Public and Press: No press or public attended.

Public Question Time

There were no public questions.

P&R 5.1 Apologies for absence

Apologies were received from Councillors Faith and McGuire.

P&R 5.2 Chairman's Announcements

No Chairman's announcements.

P&R 5.3 Declaration of interest of matters related to this agenda

There were no declarations of interest.

P&R 5.4 To receive the minutes from the last meeting 14th January 2020

The minutes from 14th January 2020 were received and accepted as a true record.

Resolved that:

The minutes of 14th January 2020 be signed as a true record.

P&R 5.5 Community Donations Scheme

Councillors received a report to consider an amendment to the proposed dates within the policy

Resolved that:

An amendment be made to the proposed dates.

SIGNED: (CHAIRMAN) DATE:.....

P&R 5.6 Financial Position of the Council a month two 2020/21

To receive a report from the Responsible Financial Officer (RFO) on the financial position of the council, and bank reconciliation at month two.

Resolved that:

The report be noted.

P&R 5.7 To adopt the council’s Financial Risk Assessment

To receive a report to adopt the Council’s financial risk assessment for 2019/20

Resolved that:

The report be noted and the Financial Risk Assessment be signed by the Chairman.

P&R 5.8 Internal Auditors Report

To receive a report from the Responsible Financial Officer (RFO) on the issues raised from the year-end 2019/20 internal audit (June 2020) and to note the actions that have been taken.

Resolved that:

The report be noted.

P&R 5.9 Annual Governance and Accountability return 2019/20

To receive a report from the Responsible Financial Officer (RFO) on the Annual Governance and Accountability Return 2019/20 and to formulate a recommendation to Full Council on the financial matters below.

Resolved that:

The report be noted and a recommendation made to Full Council for the financial matters to be adopted.

P&R 5.10 To note the internal auditor’s assertion

Resolved that:

The report be noted.

P&R 5.11 To agree with the Annual Governance Statement 2019/20 (Section 1)

Resolved that:

The assertions were agreed and a recommendation made to go forward to Full Council to be adopted.

P&R 5.12 To agree with the Accounting Statements 2019/20 (Section 2)

Resolved that:

The figures were agreed and a recommendation made to go forward to Full Council to be adopted.

P&R 5.13 To note the expenditure following the issues of grants in relation to Covid-19

Resolved that:

The report be noted.

P&R 5.14 To agree the date of the next meeting

Proposed meeting dates:

Postpone the previously arranged meeting of 18th August 2020 and reschedule to 22nd

September 2020 for normal business and donation applications

10th November 2020 – budget setting and grant applications

12th January 2021 – budget confirmation

Resolved that:

The dates were agreed as follows:

22nd September 2020 – for normal business and donation applications

10th November 2020 – for budget setting and grant applications

12th January 2021 – budget confirmation

The meeting closed at 19:36.

SIGNED: (CHAIRMAN) DATE:.....