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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 23<sup>rd</sup> 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 14<sup>th</sup> January 2020**

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

**Resolved that:**

The minutes of 14<sup>th</sup> 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:**

SIGNED: .....

... (CHAIRMAN) DATE: 24/06/2020

An amendment be made to the proposed dates.

**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 18<sup>th</sup> August 2020 and reschedule to 22<sup>nd</sup> September 2020 for normal business and donation applications

10<sup>th</sup> November 2020 – budget setting and grant applications

12<sup>th</sup> January 2021 – budget confirmation

**Resolved that:**

The dates were agreed as follows:

22<sup>nd</sup> September 2020 – for normal business and donation applications

10<sup>th</sup> November 2020 – for budget setting and grant applications

12<sup>th</sup> January 2021 – budget confirmation

The meeting closed at 19:36.

DRAFT

SIGNED: .....



... (CHAIRMAN) DATE: 24/06/2020