

# Elloughton cum Brough Town Council

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Minutes of the **Administration and Finance Committee** meeting held on **22 October 2018** in the **Committee Room**.

**Committee Members Present:** Cllr Credland, Cllr S. Duckles, Cllr Brogden, Cllr C. Duckles, Cllr K. Galbraith and Cllr T. Galbraith.

**Meeting Clerk:** Tom Clay, Town Clerk

## Minutes

Number	Item
	<b><u>Procedural items</u></b>
<b>A18.13</b>	<p><b>Apologies</b> The following apologies we received:</p> <ul style="list-style-type: none"> <li>• Cllr Davis – urgent matter</li> </ul> <p><b>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</b></p>
<b>A18.14</b>	<p><b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
<b>A18.15</b>	<p><b>Minutes of the meeting held on 15 August 2018</b> Cllr K. Galbraith proposed, seconded by Cllr T. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p><b>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</b></p>
	<b><u>Business items</u></b>
<b>A18.16</b>	<p><b>Budget Monitoring</b> Committee considered the budget monitoring document and report relating to the second quarter of the 2018-19 financial year.</p> <p><b>RESOLVED: Committee resolved to note the report.</b></p>

<b>A18.17</b>	<p><b>Financial Regulations and Policies</b></p> <p>Cllr S. Duckles proposed, seconded by Cllr Credland, that with a number of small corrections for spelling the following policies should be referred to the next Ordinary Meeting of the Town Council for consideration with recommendation that they be approved:</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Expenses Policy</li> <li>• Financial Regulations – including appendices relating to the Annual Investment Strategy and Internal Controls</li> </ul> <p><b>RESOLVED: Committee resolved to instruct the Town Clerk to make the recommendation known to members not on the committee and to include an item on the next Ordinary Meeting of the Town Council agenda for consideration of the Code of Conduct, Expenses Policy, and Financial Regulations.</b></p>
<b>A18.18</b>	<p><b>Draft Town Council Budget 2019-20</b></p> <p>The committee considered a draft Town Council budget for the 2019-20 financial year.</p> <p><b>RESOLVED: Committee resolved to defer further of the draft Town Council budget for the 2019-20 until the next meeting in November 2018.</b></p>
<b><u>Next meeting</u></b>	
<b>A18.19</b>	<p><b>Items for inclusion on the next meeting agenda</b></p> <p>Members requested that the following items appear on the next Committee meeting agenda:</p> <ul style="list-style-type: none"> <li>• Draft 2019-20 Budget</li> </ul>
<b>A18.20</b>	<p><b>Date and time of the next meeting</b></p> <p>Committee confirmed the date and time of the next meeting as <b>Monday 26 November 2018 at 5pm</b>, in the <b>Committee Room of the Council Offices.</b></p>

**Meeting started 5pm and closed 6:30pm**

Document published on 23 October 2018

**Signed:** .....

**Print Name:** .....

**Print Position:** .....

**Date:** .....