Pre-meeting for the Grantham Town Council Finance Committee Date: Friday 21 June 2024

Minutes and actions

Quorum is 3

AI	Item detail	Committee Members	Attended / Apologies	Committee Members	Attended / Apologies
		Cllr Tim Harrison	Yes	Cllr Rob Shorrock	Apologies received 24.06.24
		Cllr Marie Reid	Yes	Cllr Charmaine Morgan	Apologies
		Cllr Paul Stokes	Yes	Cllr Steve Cunnington	Apologies
		Cllr Linda Jackson	Yes	Cllr John Morgan	Apologies
Others in attendance		Anita Eckersley – Clerk to Grantham Town Council			

		Comments / Summary	Agreed and Actions	Responsibility	Status
1	**Welcome**	The Chair welcomed those present to the meeting.			
2	**Apologies**	The Clerk submitted the following apologies.	Cllr John Morgan, Cllr Charmaine Morgan Cllr Rob Shorrock's apologies submitted Monday 24.06.24		
3	**Elect the Chair**	To elect the Chair for the Finance. Cllr Tim Harrison proposed Cllr Paul Stokes for the role of Chair, and this was seconded by Cllr Marie Reid. This was unanimously agreed by those Committee Members in attendance.	That Cllr Paul Stokes is Chair for the Finance Committee and chaired the meeting	Cllr Paul Stokes	21.06.24
4	**Elect the Vice Chair**	To elect the Vice Chair for the Finance Committee. Cllr Tim Harrison proposed Cllr Marie Reid for the role Vice Chair, and this was seconded by Cllr Paul Stokes and unanimously agreed by those Committee Members in attendance.	That Cllr Marie Reid is the Vice Chair for the Finance Committee	Cllr Marie Reid	21.06.24
5	**Appointment of the Minute Taker**	To appoint a minute taker for future meetings. Discussion took place on who would take the minutes and the Clerk, Anita Eckersley was proposed by Cllr Tim Harrison, and this was seconded by Cllr Paul Stokes.	That the Clerk takes the minutes for the Finance Committees.	Anita Eckersley	21.06.24
6	**Frequency of Meetings**	The Chair proposed that the Finance Committee, once established, could meet bi-monthly and that a meeting could be scheduled for early September.	That a draft schedule of meetings is created	Anita Eckersley	21.06.24
7	**Any Other Business**				

		Comments / Summary	Agreed and Actions	Responsibility	Status
7a	**Committee Work Programme**	A comment was made that the Committee may need to meet sooner than September to ensure that governance issues were in place. Consideration would also need to be given to the financial implications of appointing an assistant for the clerk following the resignation of the Support Officer to the Council. The appointment would need to be someone who could be trained to undertake the bookkeeping role. So, it was felt that a meeting would need to take place soon to consider the financial implications of appointing a part-time assistant, which would need to be considered first by the Personnel Committee.	It was agreed that a Work Programme would need to be created	Anita Eckersley Cllr Paul Stokes	**Ongoing**
7b	**Items for the next meeting**	The following areas would need to be on the next agenda: • Consideration and approval of the financial regulations • Terms Of Reference • Work Programme • Consideration of the Financial Position • Preparation for the Precept For 2025-2026. A discussion also took place around a potential wish list for the Committee to consider but the Committee might need to meet prior to this to agree the above-mentioned items. The clerk requested for wish list ideas and any other agenda items to be with her by close of play on Wednesday 26 June. Also discussed was the Allowance for the Ambassador / Deputy Ambassador. It was noted that previously the allowance had been paid direct to the Mayor and Deputy Mayor. It was felt that financially, it would be better to do what other Parish and Town Councils did and reimburse the Ambassador / Deputy Ambassador as and when an expense had been incurred and a receipt could be provided. Further discussion took place on the amount to be allocated and it was felt this should be considered in more detail at a future meeting.	The Clerk would draft the agenda It was agreed that the following items should be included on the agenda for the next meeting: • Terms of Reference • Financial regulations • Budget and cash flow • Precept • Wish List for the Committee That Cllr Linda Jackson would email all Finance Committee Members for their wish list and agenda items and get them to the clerk by Wednesday. It was decided to consider in more depth how to deal with an allowance for the Ambassador / Deputy Ambassador. Clerk to add this to her Work Programme for the Finance Committee.	Anita Eckersley Cllr Linda Jackson Anita Eckersley	**Ongoing** **Ongoing** **Ongoing**
		An update on the bank account was also provided. An application had been submitted and the bank was processing the application			
	Meeting closed at 19:30				