

DAVENTRY TOWN COUNCIL

**Minutes of the Finance & Policy Committee held at 3 New Street, Daventry on
Wednesday, 1st May 2024 at 18:30hrs.**

PRESENT: Cllr Lynne Taylor Chair

Councillors

Mike Arnold
Scott Cameron
Stephen Dabbs
Alan Knape
Janet Matthews
Katie Thurston
Ted Nicholl

IN ATTENDANCE: Deborah Jewell – Chief Officer (CO)
Sarah Fox - Responsible Finance Officer (RFO)
Katie Eaton – Administration Officer
2 Members of the Public
0 Members of the Press

OPEN FORUM.

Representatives from the Daventry Wellness & Sports C.I.C advised that they were in attendance to support their application and advised that they would be happy to answer any questions.

FP2404.1. APOLOGIES FOR ABSENCE.

None.

FP2404.2. DECLARATIONS OF INTERESTS.

Councillor	Declaration Of Interest	Minute Number
Ted Nicholl	Personal interest – non-pecuniary	FP2404.4 (i)

FP2404.3. MINUTES.

RESOLVED:	That the Minutes (Appendix 1) of the Finance & Policy Committee meeting held on Monday 11 th March 2024, be approved, and signed as a correct record.
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FP2404.4. COMMUNITY GRANT(S).

(i) Daventry Allotment & Garden Association

Members considered the grant application submitted by Daventry Garden and Allotment and Association (DAGA), and it was

RESOLVED:	That the sum of £1000 be awarded to Daventry Garden and Allotment Association to provide a financial contribution towards the costs of the Daventry Flower and Garden Show to be held in August 2024.
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(ii) Daventry Wellness & Sports C.I.C

Members considered the grant application submitted by Daventry Wellness & Sports C.I.C, and it was



RESOLVED:	That the sum of £840 be awarded to Daventry Wellness & Sports C.I.C to provide a financial contribution towards the purchase of new training equipment.
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Councillor Janet Matthew entered the chamber.

(iii) Drayton Neighbour Watch Scheme Expansion

Members considered the grant application submitted by the Drayton Neighbourhood Watch Scheme, and it was

RESOLVED:	That the sum of £90.50 be awarded to Drayton Neighbourhood Watch Scheme to provide a financial contribution towards the purchase of new signs for the expansion of the scheme at Cherry Orchard.
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(iv) Friends of Daventry Country Park

Members reviewed the application by the Friends of Daventry Country Park, and it was

RESOLVED:	That the grant for funding towards the purchase of a defibrillator be declined due to the ownership of the facility.
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FP2404.5. POLICIES

The Chief Officer advised members that council had resolved at its meeting on 25th March 2024 to dissolve the Parks, Open Spaces and Environment Committee and its remit to be incorporated within the terms of reference for the Finance and Policy Committee.

On consideration of the revised terms of reference members it was

RECOMMENDED	<ul style="list-style-type: none"> (i) the Finance, Policy Committee to be renamed as the Finance, Policy and Assets Committee (ii) Terms of reference for the Finance, Policy and Assets Committee be approved.
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Members reviewed policies, as identified for review in the schedule, and it was

RECOMMENDED	<ul style="list-style-type: none"> (iii) Terms of Reference – Daventry Town Council Committees, as amended, be approved. (iv) Terms of Reference – Personnel Panel, be approved. (v) Subject Access Request, be approved. (vi) Data Breach Policy, be approved. (vii) Data Map, be approved. (viii) Data Retention & Disposal Policy, be approved. (ix) Privacy Policy, be approved.
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FP2404.6. INTERNAL FINANCIAL CHECK.

Cllr Thurston advised that she and Cllrs Arnold and Tweedale had completed an extensive check of the fourth quarter/end of year accounts and that there were no matters arising, and it was

RESOLVED:	That Cllr Katie Thurston and Cllr Alan Knappe be appointed to review Quarter 4 / Year End, April to June 2024.
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FP2404.7. FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31ST MARCH 2024.

Members received the report of the internal audit review of the council year 2023/2024 and noted that there were no actions required.

Members referred to the report from Cllrs Arnold, Thurston and Tweedale on the annual governance statement, which based on the review, assured members of the Council that the statements were correct and the report of the annual governance statement from Cllrs Arnold, Thurston and Tweedale be submitted to Full Council for approval.

RECOMMENDED	That the statements on the annual governance statement be approved and signed as a correct account of the Council's processes and procedures.
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Members referred to the report on the final accounts and annual return for the year ended 31st March 2024 and it was

RECOMMENDED	That the Final Accounts and Annual Return for the accounting period 2023/2024, be approved.
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FP2404.8. FINANCIAL REPORTS.

Members referred to the financial reports and the Chair confirmed they had seen the bank statements and reconciled the balances.

RESOLVED:	<ul style="list-style-type: none">(i) That the Council budget/income and expenditure report for April 2024 be received.(ii) That the statement of Earmarked Reserves for April 2024 be received.(iii) That the CIL receipts and expenditure report be received.(iv) That the statement of balances and reconciliation as of 30th April 2024 be approved and signed.(v) That the schedule of payments for the period 12th March 2024 to 1st May 2024 be approved and signed.(vi) It was noted that there were no petty cash payments, inter account transfers or virement for the period 12th March 2024 to 1st May 2024.
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FP2404.9. CORRESPONDENCE.

None.

FP2404.10. DATE OF NEXT MEETING.

The next meeting of the Committee will be held on

- (i) Monday, 20th May 2024 on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the committee for the council year 2024/25.
- (ii) 10th June 2024. The meeting closed at 19:43 hrs.

SIGNED  DATED 10/05/2024