#### MORLEY TOWN COUNCIL

#### MINUTES OF FINANCE, GENERAL PURPOSES & STRATEGIC COMMITTEE MEETING

#### HELD ON WEDNESDAY, 23RD MARCH 2022

1. **To record attendance**

Present: Cllrs A Hutchison (Chairman), J Senior, T Leadley, W Kidger and S Kimberley.

R Pickles (Town Clerk) and W Maynard-Light (Deputy Town Clerk) also attended.

1. **To receive apologies for absence given in advance of the meeting**

Apologies were received from Cllrs R Finnigan and J Sanders

1. **To consider the approval of reasons given for absence**

The reasons for absence were considered and approved.

1. Declarations of Disclosable Pecuniary and Other Interests

Cllrs J Senior and W Kidger declared an ‘other’ interest in any relevant items as they are LCC Ward members.

Cllrs J Senior and W Kidger declared an ‘other’ interest in item 8, as members of Morley in Bloom working party.

1. **To approve Minutes of Meeting held on 26th January 2022 and the Extraordinary Meeting held on 4th March 2022**

The minutes of the meeting held on 26th January 2022 and the Extraordinary meeting held on 4th March 2022 were agreed as a true and correct record.

**6. To approve Financial Reports for January and February 2022 and Payments and Receipts Registers for January and February 2022 with copy bank statements showing month-end balances**

The Financial Reports for January and February 2022and the Payments and Receipts Registers for January and February 2022were approved. The month-end balances shown in copy bank statements were noted.

1. **To discuss and agree arrangements allowing the Town Clerk authority to access all Town Council bank accounts through online banking. This action requires all cheque signatories to approve and sign the relevant paperwork.**

This item was agreed with paperwork to be signed by all cheque signatories once prepared and received.

**8. To receive and consider Town Clerk’s report re. Morley in Bloom budget spending for 2021/2022 and recommendations for 2022/23 and 2023/24**

Deputy Town Clerk gave members an overview of the report. Following a brief discussion, it was proposed and agreed for item 3.1 was no longer applicable, however, financial control would be handed back to Morley in Bloom for the 2023/24 financial years with the condition that they have formed a fully constituted committee.

**9.** **To approve items of expenditure, as follows:-**

(i) Salaries for February 2022 and salaries, Tax & NI and pension contributions for March 2022

(ii) Invoice dated 11/2/22 for £2,237.98 (excl VAT) from West Yorkshire Police Combined Authority re. 2 pedal cycles and contribution to livery cost (Special Projects)

(iii) Invoice dated 10/3/22 for £600.00 (excl VAT) from Brain the Brush re. updating the Honour Board

(iv) Invoice dated 13/3/22 for £106.00 (excl VAT) from Quadient Finance UK Ltd re. franking machine rental 19/4 to 18/7/22

(v) Invoice dated 11/3/22 for £315.00 (excl VAT) from GB1 Chauffeur Tours Limited re. civic transport to Keighley

The above items of expenditure were approved.

 **10. To note Expenditure under Town Clerk’s Delegated Authority (Financial Regulations adopted 4/5/16 – item 4.1) – item for information only:-**

1. Bank charges – February 2022 £20.30
2. Petty cash expenditure - £6.85 re. recorded delivery postage
3. Invoice dated 31/1/22 for £180.00 (excl VAT) from 6B Digital Ltd re. website vulnerability outdated plug-in work
4. Petty cash expenditure - £6.85 re. special delivery postage for Council Saver passbook
5. Franking machine top up - £200.00 (excl VAT) Quadient UK Ltd
6. Invoice dated 28/2/22 for £90.00 (excl VAT) from 6B Digital Ltd re. website vulnerability outdated plug-in work
7. Petty cash expenditure - £6.80 re. 1st class postage
8. Pro-forma invoice dated 4/3/22 for £514.40 (excl VAT) from Hampshire Flag Company Ltd re. bunting for Queen’s Jubilee weekend

Civic Duties Expenditure

1. £54.53 (excl VAT) – replenishment of drinks cabinet and snacks
2. £80.00 (excl VAT) – 2 tickets to Keighley Mayor’s civic dinner

Direct debits/standing orders

10/2/22 - Credit Card £11.99 plus VAT re. Zoom subscription

10/2/22 - £26.67 plus VAT to TalkTalk Limited re. Broadband Fee

15/2/22 - £260.00 plus VAT to Optionbox Limited re. Town Centre WiFi

15/2/22 - £33.80 plus VAT to Techmonkeys Limited re. Office 365/Support fee

10/3/22 - Credit Card £11.99 plus VAT re. Zoom subscription

11/3/22 - £26.67 plus VAT to TalkTalk Limited re. Broadband Fee

15/3/22 - £37.56 plus VAT to Techmonkeys Limited re. Office 365/Support fee

15/3/22 - £260.00 plus VAT to Optionbox Limited re. Town Centre WiFi

All the above items of expenditure made under Town Clerk’s delegated authority, were noted.

**11. To Receive Items of Correspondence (for information only)**

There were no items of correspondence.

**12. Date and Time of Next Meeting**

The next scheduled meeting will be confirmed at the Town Council’s Annual Meeting to be held on Wednesday, 4th May 2022 at 7pm.