

 **Finance Committee Meeting**

**Draft MINUTES** of the Finance Committee Meeting held on 17th June, 2019

**PRESENT**: Cllr Beglan, Cllr Lockerbie and Cllr Ross

**ALSO**: Clerk to the Council

**Members of the public:** 0

**Absent**: Cllr Heeley and Cllr Lisher

**The Chairman opened the meeting at 20:20 hrs**

1. **To Elect a Chairman of the Committee**

The Clerk invited nominations. Members NOTED that Cllr Heeley is willing to be nominated as Committee Chairman for the Municipal Year. He was duly nominated, and Cllr Ross was nominated as Acting Chairman in his absence.

 **RESOLVED** to elect Cllr Heeley as the Committee Chairman subject to his

 formal acceptance at the next meeting, and Cllr Ross as Acting Chairman.

 Cllr Ross duly accepted.

1. **To Consider accepting apologies for absence**

Apologies accepted from Cllr Heeley (holiday) and Cllr Lisher (holiday)

**3. To record declarations of interest from members in any item to be discussed**

 **and agree dispensations**

None declared.

1. **To approve the Minutes of the last Finance Committee meeting**

The minutes of the last meeting on 7th January, 2019 were **APPROVED** as the correct record and duly signed by the Acting Chairman.

 **5. To Review and Agree the Council Insurance renewal documents**.

 The Council’s renewed policy documents were circulated before the meeting

 to be checked for any corrections, at the request of Came & Co Insurance.

 The Clerk had previously advised members to check that the policy sufficiently

 meet the Council’s requirements, including protection for electronic payments.

 **RESOLVED** to accept the revised documents as correct, and to make no

 policy changes.

**6. To Agree electronic payment controls.**

 This item was deferred from Full Council Meeting earlier this month to give

 members a further opportunity to review electronic payment controls in more

 detail. The matter was reviewed and discussed. It was NOTED only two of the 5

 approved cheque signatories, Cllr Lisher and Cllr Ross, have a

 mandate for approving electronic payments, and this would be insufficient

 in the event of absences. The Council’s risk assessment for online banking

 was approved by Full Council in May this year.

 **RESOLVED** to recommend dual authorisation of payments by councillors to be

 actioned by the clerk after approval at Council and Committee meetings, AND that

 the other approved signatories: Cllrs Heeley, Henderson and Lockerbie, have full

 power mandate for online banking.

1. **2019/20 Budget Review.**

 This item was deferred to the Full Council Meeting when the Q2 finance report

 is due.

 The meeting closed at **20:55hrs**

 Signed………………………………………………………

 Dated……………………………………………………….