



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Minutes

of a meeting of Redenhall with Harleston Town Council Finance Committee
held at the council offices, Harleston Leisure Centre
at 6.30pm on Tuesday 8th May 2018

In Attendance: Councillors: Mark Betts (Vice-Chairman), Adrian Brownsea and Sue Kuzmic (co-opted) – Cllr Brownsea agreed for the meeting to go ahead and happy for Cllr Betts to stand in as chair in the absence of other councillors

Also present: Tracey Betts (Office Administrator)

- 1. To receive and accept apologies from members unable to attend** – Apologies were received and accepted by Cllr. Broughton (ill-health), Cllr. Bickley & Cllr. Joselyn
- 2. To receive any declarations of pecuniary or other interests matters to be raised at this meeting** – None
- 3. To approve the minutes of the meeting held on Tuesday 16th April 2018** – Agreement proposed by Cllr Brownsea and seconded by Cllr Betts **ALL AGREED**
- 4. To receive a monthly finance report** – It was noted that month 12 figures had been seen and a copy of the Income and Expenditure sheet was shown. A discussion then took place and it was felt that nothing could be done until end of year figures had been audited and finalised.
- 5. Matters Arising** – None
- 6. Chairman's Report** – None
- 7. To review and resolve to recommend to full council to sign off the year end accounts (dependent on attendance of internal auditor in the interim period)** – It was noted that the budget was on the system but need to have notes put on it yet, as year end hasn't been closed off. Accountant in Wednesday 9th May and Friday 11th May 2018. After some discussion it was agreed to look at Financial Regulations to do with the year end. As felt couldn't answer items 7 & 8 at the moment. It is difficult to collate the end of year figures and decide on them especially in an election year in such a short time span. It was suggested that Standing Orders is put back to later in the year.
- 8. To review sections 1 and 2 of the annual return and recommend agreement at the next full council meeting (dependent on attendance of internal auditor in the interim period)** – The same as above.
- 9. To discuss and agree the purchase of a new laptop for the office, Windows 10 Professional for the server, and a licence for Office 365 for the admin assistant and agree any action** – Cllr Betts explained the implications of updating to windows 10 as would be able to encrypt files in readiness for GDPR. Cllr Brownsea agreed these are essential and wishes to have

a copy of allocated reserves to see whether the cost of laptop can be taken out of next years reserves. It was discussed that a sum should be allocated to IT each year. Purchase of a new laptop was Proposed Cllr Kuzmic and seconded Cllr Brownsea **ALL AGREED**

10. To discuss and consider the upgrading of the website and email to a secure site as part of GDPR and agree any action – Cllr Betts explained that the council needs to upgrade website and email to a secure site. Cllr Brownsea was happy to meet obligation and suggested to take out of one of the IT budgets. Proposed Cllr Kuzmic and seconded Cllr Brownsea **ALL AGREED**

11. To discuss (and agree where necessary) any expenditure proposals from other committees and working groups – Nothing to report

Meeting will be adjourned for public participation

12. To confirm the date of the next meeting: Tuesday 12th June 2018 at 6.30pm

Meeting closed at 20.10 pm

Signed

Date.....