

## **WIGTON TOWN COUNCIL**

### **A MEETING OF THE FINANCE COMMITTEE WAS**

**HELD ON TUESDAY 7<sup>TH</sup> MAY 2024 AT 6:00PM**

#### **PRESENT**

Councillors Scott, Jackson, McCarthy, Hodson and Ferriby

Clerk: Emma Ireton

#### **FIN/01/2024 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE**

None

#### **FC/02/2024 MINUTES FROM PREVIOUS MEETING**

Minutes from the meeting held on 15<sup>th</sup> November 2023 were agreed by the chairman.

#### **FIN/03/2024 DECLARATIONS OF INTEREST/DISPENSATIONS**

None

#### **FIN/04/2024 EXCLUSION OF PRESS AND PUBLIC**

None

#### **FC/05/2024 PUBLIC PARTICIPATION**

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

#### **FIN/06/2024 GRANT REVIEW**

The Wigton History Group previously applied for £1000 but members required further information before approving the grant. Further information was received, and members were able to approve the grant of £500

#### **RESOLVED**

Wigton History Group was granted £500

The Citizen Advice Bureau submitted a grant application requesting £500. This money will help towards having a regular presence in Wigton so the committee approved the request.

#### **RESOLVED**

CAB was granted £500

The Solway Network Youth Church submitted an application for £1000 which was to support a fun day in June. Members asked if other parishes or councils had been contacted for grants as the fun day would be for young people from surrounding areas and not just Wigton.

### **RESOLVED**

Members approved a grant of up to £500 and authorised the clerk/RFO to speak to the Solway Network Youth Church to ask if there were contributions from other organisations.

It was reaffirmed that for this year only, Wigton Carnival would receive a grant of £2000 and would have its own budget line. It will be discussed at future meetings if it were to continue having its own budget line.

Members also discussed changing the grant application form, it was decided that the form should be taken to the Policy and Staffing committee for changes to be made.

### **FIN/07/2024 END OF YEAR ACCOUNTS**

The clerk provided members with an update regarding end of year accounts. It was confirmed that the following tasks had been completed:

- WBJC VAT entries adjusted, and missing house and burial sales have been recorded on Scribe so the VAT can be reclaimed back from 2022.
- Asset registers for the WBJC and the Town Council had been amended.
- Figures have been adjusted so that last year's accounts can be restated as the income and expenditure had changed because of the WBJC house and burial sales.
- The income and expenditure statement for the cemetery had been completed.

Left to complete included:

- Calculating the figures in Scribe to run the income and expenditure report
- Restating last year's AGAR and completing this year's AGAR.

The WBJC joint accounts were discussed, and it was suggested that a third party look over the accounts as completing joint accounts has been a new task since 2023, so this would ensure the accounts were produced and then double checked for errors. It was also suggested that a spreadsheet could be made available for the joint accounts with the formulas to allow for easier financial reporting. The clerk/RFO was authorised to investigate accountants or other parishes that may be able to create such a document. The accounting software, Scribe calculates the main Town Council accounts, but joint accounts are completed separately with Scribe not having the function to calculate the figures.

### **FIN/08/2024 DATE OF NEXT MEETING**

Next meeting – TBC

Meeting Closed at 7:05PM