

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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Town Clerk on 01832 734673**

**Minutes of the Finance & Resources Committee Meeting  
held on Tuesday 6<sup>th</sup> September 2022 at 6.30pm at The Town Council Office**

**Present: Cllr McGovern (Chairman), Cllr Hawkins [18:52], Cllr McLuckie, Cllr Storey,  
Cllr Wheeler, Cllr Winter, Cllr Worley**

**In attendance: Linda Marshall (Clerk)**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> Cllr Hawkins will be late due to work commitments.		
2.	<b>Declaration of Interest</b> None.		
3.	<b>Public Open Time</b> None.		
4.	<b>To approve the Minutes of the Finance &amp; Resources Committee meeting dated 5<sup>th</sup> July 2022</b> <b>Resolved</b> that the Minutes of the Finance & Resources Committee meeting dated 5 <sup>th</sup> July 2022 be confirmed as a true record.		
5.	<b>To receive and assess a report giving an explanation of expenditure, if applicable, 150%+ against budget as at 31<sup>st</sup> August 2022 and agree action</b> Noted. There were no areas of concern.		
6.	<b>To note the Council's general reserves as at 31<sup>st</sup> August 2022</b> It was noted that the Council's general reserves, as at 31 <sup>st</sup> August 2022, stand at £107,256.		
7.	<b>To review the Council's earmarked reserves and agree any action to be taken</b> Noted. No changes required.		
8.	<b>To receive a verbal update regarding change of bank signatories and agree action where required</b> The Clerk advised that all paperwork had been submitted for the Unity Trust bank account. Cllr McGovern is now listed as a signatory but Cllr McLuckie isn't – Cllr McLuckie to check her end. Once all signatories are complete the Clerk will arrange		

	for the removal of signatories and changes to the deposit accounts.		
9.	<p><b>Action from Strategic Plan, to Computerise Town Archive – to discuss and agree action</b></p> <p>It was agreed to interpret the action to be: to scan and digitise all paperwork in the filing cabinets. It was noted that the filing cabinets are not fireproof.</p> <p>Following discussion it was agreed (i) to obtain a quote for a company to scan all documents; (ii) to obtain prices for fireproof cabinets and (iii) to ascertain how much scanning would be required for “urgent” documents.</p>	Obtain quotes and provide rough inventory in urgency order	Clerk
10.	<p><b>To receive a copy of the 2022/23 budget and discuss initial draft of a 2023/24 budget and timetable for completion</b></p> <p>Draft budget discussed at length. Whilst it was agreed that a 5% increase is not bad, the Committee would like to endeavour to keep the precept request the same as the previous year to avoid any increase to residents. The Clerk is to inform Committees accordingly and ask them to keep their budgets tight. It was agreed to hold an additional Finance meeting in October and that Cllr Wilcox be invited to attend as Chairman of the Events &amp; Community Engagement Committee.</p>	Advise committees of tight budgets. Prepare additional meeting in October and invite CW	Clerk
11.	<p><b>Clerk’s Report (for noting)</b></p> <p>None.</p>		
12.	<p><b>Chairman’s Comments</b></p> <p>The Chairman thanked everyone for attending and for their contributions.</p>		
	<p><b>There being no further business the meeting closed at 19:10.</b></p>		

Signed .....

Dated .....