

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD 11 JUNE 2007

Present: Cllr D Murton (in the Chair) Cllr Mrs S Bradney, Cllr J Haxby, Cllr E Holden,
Cllr Mrs J Viles and Cllr Mrs M Wright
RFO Mrs G Robinson

NOTICE OF THE MEETING

RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972

F279/07

APOLOGIES

All members of the Finance & General Purposes Committee were present at the meeting.

RESOLVED: That this information be noted.

F280/07

ELECTION OF CHAIRMAN

After discussion it was unanimously

RESOLVED : That Councillor David Murton is elected as Chairman of the Finance & General Purposes Committee for the forthcoming Council year.

F281/07

ELECTION OF VICE CHAIRMAN

After discussion it was unanimously

RESOLVED: That Councillor John Haxby is elected as Vice Chairman of the Finance & General Purposes Committee for the forthcoming Council year.

F282/07

MODEL AGREEMENT

Members had previously been circulated with a copy of a letter from the cemetery grounds maintenance contractor requesting an annual price increase for 2007/2008. Members were informed by the RFO that under the terms of the cemetery grounds maintenance contract there was scope to agree a percentage increase after the expiry of the 1st and 2nd year. The RFO informed members that the Model Agreement had been increased by 3% for 2007/2008 for the Lawns Cemetery. After discussion it was

RESOLVED: That a 3% increase be offered to the Lawns Cemetery grounds maintenance contractor for 2007/2008.

F283/07

INTERNAL AUDIT REPORT – YEAR END ACCOUNTS 2006/2007

Members had previously been circulated with a detailed copy of the Internal Auditors final report for the Year End 2006/2007. The Internal Audit report was very satisfactory and gave detailed information on all areas covered by the Internal Auditor. The Internal Auditor made reference to the following:

- A review of Financial Regulations would be advisable to take account of the council's latest requirements
- Financial Risk Management is currently being transferred to computer software specifically for local councils
- The RFO has successfully transferred payroll records onto a SAGE Payroll computer system
- The Clerk/RFO must have a specific qualification in order for the council to be re-accredited for Quality Status and must not risk losing this status

It was

RESOLVED: That the above references be noted and acted upon where necessary.

F284/07

RESOLVED: That a recommendation to full council be made that the Internal Auditors Report and detailed information for the year end 2006/2007 be accepted.

F285/07

STATEMENT OF ACCOUNTS (EXTERNALLY UNAUDITED) & YEAR END BUDGET 2006/2007

Members of the Finance & General Purposes Committee had previously been circulated with the Income & Expenditure Account, Balance Sheet, Bank Reconciliation and related documents comprising the 2006/2007 Statement of Accounts. The RFO gave an explanation to members in relation to actual income and expenditure which was compared with the planned budget and projections. Due to the council receiving more income than planned due to an unexpected terminal bonus and other income, the sum of £27,500 was transferred from the Unearmarked Reserve instead of £42,500 as per the planned budget. The RFO also explained how the council's assets were represented on the Balance Sheet. The RFO was thanked by members for compiling the Statement of Accounts for 2006/2007. After discussion it was

RESOLVED: That a recommendation be made to full council that the 2006/2007 Statement of Accounts (Externally Unaudited) & Year End Budget Statement 2006/2007 be accepted.

F286/07

REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT 2006/2007

The RFO drew members' attention to a question to be answered on the Annual Audit Return for 2006/2007, 'whether the council had carried out a review of the effectiveness of internal audit?' Guidance notes had been supplied by the external auditors on meeting standards and the characteristics of effectiveness. The RFO informed members that whilst the council has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems, the council was now required to carry out a review of the effectiveness of its internal audit. Further guidance to all town and parish councils had been issued from the Yorkshire Local Councils Association. After discussion it was agreed that the RFO respond negatively to the question on the Annual Audit Return with the addition of a covering note to the external auditors to confirm that the council would be reviewing the effectiveness of its internal audit to ensure that the suggested standards and evidence of achievement are being met. After discussion it was

RESOLVED: That the council undertakes a full review of the effectiveness of internal audit for the forthcoming year 2007/2008 as per the guidelines provided by the external auditors and YLCA.

F287/07

INTERNAL AUDITOR 2007/2008

Members had previously been circulated with copies of a Specification and Terms of Reference (including detailed Control Objectives) for the Internal Audit of Filey Town Council for 2007/2008 by Mr D Latham, Internal Auditor. In line with the suggested standards of Internal Audit being previously discussed members considered that the content of the information supplied by the Internal Auditor was sufficiently detailed to meet their needs. The Internal Auditor's work would be carried out on a quarterly basis and at the conclusion of each internal audit detailed reports would be supplied to the council with findings and recommendations. It was

RESOLVED: That a recommendation be made to full council that Mr David Latham be re-appointed as the Town Council's Internal Auditor for the year 2007/2008 as per the Specification and Terms of Reference supplied.

F288/07

REVIEW OF INSURANCE POLICIES

The RFO informed members that she had reviewed the council's insurance policy and made recommendations that additions to the policy be made for; increased cover for the new photocopier, insurance to cover volunteers and insurance for legal cover which would incur an extra cost of £217.60 per annum. Members were concerned that a review of buildings insurance cover was needed and the RFO was instructed to investigate this and report back to members and if necessary arrange valuations to be carried out for all council buildings. It was

RESOLVED: That the RFO increase the insurance cover for additions as outlined above at the proposed cost of £217.60 per annum.

F289/07

RESOLVED: That the RFO report back to the Finance & General Purposes Committee after a valuation report of all council buildings is available and a review of building insurance will be re-assessed.

F290/07

REVIEW OF ASSETS REGISTER

It was agreed to defer this agenda item until the valuation report of all council buildings is available.

RESOLVED: That the above information be noted.

F291/07

EXCLUSION OF PRESS & PUBLIC

RESOLVED: That members of the press and public be excluded from the next item of the meeting due to the private and confidential nature of the business transacted, that being in relation to the awarding of contracts.

F292/07

TOWN GUIDE

Members were circulated with three estimated costs for the printing/production and the artwork for the Filey Town Guide 2008/2009. Members considered the quotations in detail and it was

RESOLVED: To award Duffield Printers the contract for the Filey Town Guide 2008/2009 at a cost of £7,870 for printing /production and £3,500 for artwork costs.

F293/07

Under Section 17 of the Crime and Disorder Act 1998, members considered that none of the above decisions would impact on crime and disorder.

Chairman
Councillor D G Murton