

**FILEY TOWN COUNCIL**

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING HELD 21 NOVEMBER 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**

F622/07

**APOLOGIES**

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

**RESOLVED: That this information be noted.**

F623/07

**DECLARATIONS OF INTEREST**

There were no declarations of interest in items on the agenda.

**RESOLVED : That it be noted no declarations of interest were received.**

F624/07

**TERMS OF REFERENCE**

Members had previously been circulated with a revised draft of the document which incorporated the previous Terms of Reference document. Members congratulated the Strategic Planning Working Party for drawing up the new detailed draft terms of reference and only wished to add one amendment to the scope of the terms of reference as follows:

*'The RFO to have delegated powers to move bank accounts according to interest rates for the financial benefit of the council.'*

It was

**RESOLVED : That the revised draft Terms of Reference document be accepted for referral back to the Strategic Planning Working Party with the above amendment being included prior to being submitted to full Council for approval.**

F625/07

**ANNUAL AUDIT RETURN – EXTERNAL AUDITOR'S REPORT**

Members had been circulated with a copy of the Annual Audit Return for year ended 31 March 2007 showing the External Auditor's Certificate. The RFO stated that the external auditor had highlighted that a review of the effectiveness of internal audit needed to be undertaken. The RFO had previously discussed this with members (F & GP Meeting 11.6.07 Minute F287/07) after an advice note from YLCA and the external auditors had been received and a full review of the effectiveness of internal audit would be undertaken before 31 March 2008. The External Auditor's Report gave no other cause for concern in the signed and returned Annual Return. It was

**RESOLVED: That a recommendation be made to full Council that the External Auditor's Certificate and opinion in the Annual Audit Return for year ended 31 March 2007 be accepted.**

F626/07

**INTERNAL AUDIT REPORT – HALF YEAR END 2007/2008**

Members were circulated with the Internal Auditor's Report for the Half Year End for 2007/2008 and considered various points highlighted in the report. The RFO informed members that where there had previously been a need for cheques to be signed in advance for weekly wage payments, staff are now being paid on a monthly basis and the need was no longer necessary. Members discussed the requirement for a further cheque signatory and it was

**RESOLVED: That a recommendation be made to full council that a further cheque signatory, the Chairman of Finance & General Purposes Committee (Cllr D Murton) be added to the existing cheque signatories for the town council (Min 244/07).**

**As three signatures are required for each cheque these will be as follows:**

- 1. Chairman/Town Mayor (Cllr E Holden) or Vice Chairman (Cllr Mrs M Wright)**
- 2. Chairman of F & GP Committee (Cllr D Murton) or Cllr Mrs A Newbury**
- 3. Town Clerk or Deputy Town Clerk**

**F627/07**

The RFO was asked to check with the Independent Financial Advisor regarding the lives assured on the Norwich Union Investment.

**RESOLVED: That the RFO investigate the above with the Independent Financial Advisor.**

**F628/07**

The RFO explained fully to members the additional financial controls she would be implementing to address the points raised in the Internal Auditors report and confirmed that the financial working plan would be submitted to members shortly. It was

**RESOLVED: That a recommendation be made to full council that the Internal Auditor's Report for the Half Year End for 2007/2008 be accepted with recommendations being noted for controls to be implemented by the RFO into the Financial Working Plan**

**F629/07**

**HALF YEAR END BUDGET REPORT 2007/2008**

Members had been previously circulated with a copy of the Half Year Budget Report for 2007/2008. Cllr J Haxby thanked the RFO for producing the projected figures to the year end which aided members to predict income and expenditure in comparison with the planned budget. The RFO stated that she was reasonably confident that all expenditure would be within the agreed budget and there should be no overspend. The RFO informed members that the town council would fall within an intermediate audit next year due to income and expenditure being over £200,000 and this would need to be budgeted for. Members asked questions regarding budget headings and projected figures which were answered by the RFO. It was

**RESOLVED: That a recommendation be made to full council to accept the Half Year End Budget Report for 2007/2008.**

**F630/07**

**NEWSPAPER COPYRIGHT LICENCE**

Members were asked to consider a request from the Archive Working Party to purchase a Newspaper Copyright Licence. The RFO had obtained a cost of £375 for a licence from the Newspaper Licensing Agency which would cover the council for newspaper copyright until 1 December 2008 (annual fee plus two years backdated fees). The RFO stated that the cost of an annual licence should be incorporated into budget planning for the next financial year. It was

**RESOLVED: That a Newspaper Copyright Licence be purchased for the Council at a cost of £375 and this amount to be taken from the Contingency Fund Budget.**

**F631/07**

**RESOLVED: That the Archives Working Party be asked to consider any expenditure for inclusion in the budget for the next financial year and submit this to the Finance & General Purposes Committee by 1 December 2007.**

**F632/07**

**MODEL AGREEMENT MEETING**

The RFO stated that she had attended a Parish Clerks Liaison meeting together with the Deputy Clerk and Cllrs Murton and Hodgson on 16 November 2007. A new draft Model Agreement as per attached and a draft Local Council Charter had been circulated and was explained in detail at the meeting by Scarborough Borough Council's Legal Officer. The RFO stated that the draft Model Agreement document was a generic document for all town and parish councils and would be tailored to meet individual council's needs. The RFO stated that comments had been passed by Clerks and Councillors regarding the draft Model Agreement document as follows:

- Para 6 – should include the Clerk and Chairman being present to resolve any dispute as it is normally the Clerk who is involved with implementing the Model Agreement on behalf of the full council
- Functions Schedule – A – should state owned by the Borough Council or Parish Council, Grass Verges are not to be included as these will now come under NYCC
- Functions Schedule – B – Cemetery is omitted but this was thought to be a clerical error and will be investigated by the Legal Department
- Functions Schedule – C – Should state owned by the Borough Council or Parish Council, footway lighting is to be taken out as most parishes have now handed back to SBC, public clocks are to be taken out (this will not affect Filey but may affect smaller parishes)
- SBC Legal to arrange with SBC Estates to provide a map showing all areas SBC owns and what areas the Model Agreement will cover to improve clarity of ownership.
- Payment Schedule – Payment will now be made in 2 instalments instead of 4 which improves cash flow
- Payment Schedule – current 12½% administration fee omitted, the RFO requested that this to be included and suggested an increase to 15% as the Model Agreement had not been revised since 1993. This will be looked at in line with other District Authorities paying a similar agency agreement, SBC not very hopeful but a request in writing for an increase needs to be made

Parish Clerks and Councillors Liaison meetings are to be scheduled on a quarterly basis and held locally. The RFO stated that comments need to be submitted by 15 December 2007 to SBC on both documents, it was agreed to pass the draft Local Council Charter to the Strategic Planning Working Group to consider for comment and recommendation to the full council. After discussion it was **RESOLVED: That the Finance & General Purposes Committee approve the content of the draft generic Model Agreement document with the RFO being instructed to make the above comments in writing to SBC before 15 December 2007.**

F633/07

**RESOLVED: That the draft Local Council Charter is passed to the Strategic Planning Working Party to consider for comment and recommendation to the full council before 15 December 2007.**

F634/07

**MODEL AGREEMENT ESTIMATES FOR 2008/2009**

Members had been previously circulated with a copy of Model Agreement estimates for 2008/2009 for approval. An increase of 2.75% had been included by SBC for inflation. The RFO requested to re-allocate a sum of £200 from the Public Seating allocation to the Public Shelters allocation for a more realistic budget. After discussion it was

**RESOLVED: That the Model Agreement Estimates for 2008/2009 be accepted with the above re-allocation being made by the RFO prior to being submitted to SBC.**

F635/07

**FILEY BOYS' AND GIRLS' CLUB**

The RFO updated members on the Filey Boys' and Girls' Club project, a draft joint legal contract between Scarborough Borough Council, Filey Town Council and the Company (Filey Boys and Girls Club) would be signed by all three parties in the near future. As funds would be needed shortly the RFO stated that she had consulted Yorkshire Local Councils Association and their Financial Advisor for advice on the correct process to realise investment funds for accountancy purposes and external audit. YLCA's Financial Advisor had detailed the process for the RFO to apply for funds to be drawn in staged payments from the Norwich Union Investment in order that original capital and growth were treated correctly for scrutiny by external auditors. The RFO informed members that in the interim period cash flow was sufficient for funds to be provided from the Investment Bank Account for the project and replaced from the Norwich Union Investment in due course. After discussion it was **RESOLVED: That a recommendation to be made to full council that £100,000 for the Filey Boys and Girls Club Project as pledged by the Town Council (Minute 431/05) be drawn down in staged payments from the Norwich Union Investment (the RFO to apply the financial process as advised by the YLCA Financial Advisor), which is represented by the Sports Facility Reserve. In the interim period funds from the Investment Bank Account be utilised and then replaced from the Norwich Union Investment.**

F636/07

*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