

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD 6 FEBRUARY 2008

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

F073/08

APOLOGIES

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

RESOLVED: That this information be noted.

F074/08

DECLARATIONS OF INTEREST

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

RESOLVED : That this information be noted.

F075/08

INTERNAL AUDIT REPORT – THIRD QUARTER 2007/2008

Members had previously been circulated with a copy of the Internal Auditors Report for the Third Quarter 2007/2008. The Internal Auditor had highlighted the need for the RFO to identify budget headings against legal powers to permit spending and the RFO confirmed that this development has been completed and attached to the Third Quarter Budget for 2007/2008 and the Draft Budget for 2008/2009. Members were made aware of their responsibility to carry out a review of the effectiveness of internal audit before 31 March 2008 and it was confirmed that this would be tabled at the next meeting. The RFO is currently transferring all risks to the new risk management software and members would be supplied with this information before the end of the financial year. It was

RESOLVED: That a recommendation be made to full council that the Internal Auditor's Report for the Third Quarter for 2007/2008 be accepted and thanks be recorded to the RFO for the financial work undertaken to achieve an excellent internal audit report.

F076/08

THIRD QUARTER BUDGET REPORT 2007/2008

Members had previously been circulated with a copy of the Third Quarter Budget Report for 2007/2008, the RFO had included projected figures to the end of the financial year and assured Members that expenditure would be within the set budget and a surplus of income due to the realisation of the Investment Bond would be transferred to the Unearmarked Reserve at the end of the financial year. A surplus of income for Commemorative Seating would be transferred to a Commemorative Seat Maintenance Reserve for a ten year period. Income for the Multi-Use Games Area would be transferred to the Multi-Use Games Area Reserve if not spent by the end of the financial year. Legal statutes had been identified for each budget heading as identified by the Internal Auditor. Members thanked the RFO for producing the projected figures which had helped the Members of the Finance & General Purposes Committee to effectively monitor income and expenditure for the current financial year. It was

RESOLVED: That a recommendation be made to full council that the Third Quarter Budget Report for 2007/2008 be accepted and surplus income transferred to identified reserves as detailed above at the end of the financial year.

F077/08

MODEL AGREEMENT

Members had been previously circulated with a letter for information from Ms G Wilkinson, Democracy Services Manager at SBC stating that the Model Area Agreement will now be amended and implemented in the financial year 2009/2010. It was

RESOLVED: That the above information be noted.

F078/08

INVESTMENT BONDS

Members had previously been circulated with a letter from Cllr G Johnson proposing that more than two councillors act as signatories for investment bonds. The RFO confirmed that there were 3 councillors plus the RFO acting as signatories on the existing investment bond, although it was pointed out that one former councillor was no longer in office and needed to be changed. A proposal was made to appoint Cllr Mrs M Wright as a signatory and it was

RESOLVED: That the RFO arrange for David Hudghton be removed as a signatory on the ASI Investment Bond and Cllr Mrs M Wright be added as a signatory as soon as possible.

F079/08

RESOLVED: That a recommendation be made to full council that on all future investments a minimum of three councillors plus the RFO be signatories.

F080/08

The RFO reported that a response had been received from the Norwich Union regarding a discrepancy in the surrender value statements and members considered a course of action to be taken, after discussion it was

RESOLVED: That the RFO in consultation with the Chairman of Finance & General Purposes Committee send a letter of complaint to the Financial Ombudsman before 18 February 2008.

F081/08

FINANCIAL WORKING PLAN

Members had previously been circulated with a copy of a revised draft Financial Working Plan which had been prepared by the RFO and re-named Financial Internal Controls and Procedures. The RFO informed members that the new format gave a greater degree of financial control and accountability and a cross reference had been linked to the council's Financial Regulations. Members welcomed the new format giving more detailed information regarding financial internal control, the RFO was asked to make two amendments prior to recommending to full council and it was

RESOLVED: That a recommendation be made to full council that the revised draft Financial Internal Controls and Procedures document as amended be accepted.

F082/08

FINANCIAL REGULATIONS

The RFO had previously circulated a copy of the council's Financial Regulations as a review had not been undertaken since 10 November 2004. The RFO stated that she had compared the council's Financial Regulations with the current Model Financial Regulations as issued by NALC in order that any new regulations could be incorporated. Members went through each Financial Regulation and the following changes were recommended:

After the Title

These Financial regulations were adopted by the Council at its meeting held on 9th April 2003 and amended at its meeting on 10th November 2004, **and reviewed and amended on 13th February 2008.**

New Insertion at Financial Regulation 1.7

The RFO to ensure that a proper legal power has been identified for each expenditure item.

Financial Regulation 2.1

Each Committee *delete (if any)*

Financial Regulation 2.3

The F & GP shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year **for recommendation to full council.**

Financial Regulation 3.4

Alter the Clerk to read ***The RFO/delegated RFO delete the words after consultation with the Mayor (or Deputy Mayor in the Mayor's absence) and alter the limit from £200 to £1,000.***

Financial Regulation 5.3

Alter the cheque signatories to read, ***shall be signed by the Chairman of the Council or Vice-Chairman of the Council and the Town Clerk or the Deputy Clerk and the Chairman of the Finance & General Purposes Committee or one named member.***

FINANCIAL REGULATIONS Continued

Financial Regulation 11.1(b) and (f) and (h)

Change the amount for tender contracts from £10,000 to **£20,000**

11.1(h) Change the amount for RFO to obtain 3 quotations where value is below £1,000 and above £100 to where value is below **£1,500 and above £500**

New insertion at Financial Regulation 11.2

Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level.

Financial Regulation 18.1

First sentence to be changed to read – ***It shall be the duty of the Council to annually review the Financial Regulations of the Council.***

Notes to the Model

Delete the first three sentences as only advisory information

Financial Regulation 1.XX

First sentence to read ***The accounting control systems determined by the RFO shall include (as per the Financial Internal Controls and Procedures document reviewed on 13 February 2008)***

RESOLVED: That a recommendation be made to full council that the above amendments to the Town Council's Financial Regulations be approved and where reflected in the Town Council's Standing Orders these be changed when reviewed by the Strategic Planning Committee in March 2008. F083/08

RESOLVED: That a recommendation be made to full council that the Financial Regulations be incorporated together with the Financial Internal Controls and Procedures document and reviewed together annually and an updated combined copy be distributed to each member for reference. F084/08

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