

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD 9 JUNE 2008

Present: Cllr D Murton (in the Chair) Cllr Mrs S Bradney, Cllr S Cross, Cllr J Haxby, Cllr C Hodgson, and Cllr Mrs M Wright, RFO Mrs G Robinson

The Chairman welcomed Cllr S Cross and Cllr C Hodgson as new members of the Finance & General Purposes Committee.

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 **F375/08**

APOLOGIES

All members of the committee were present at the meeting.

RESOLVED: That this information be noted. **F376/08**

DECLARATIONS OF INTEREST

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

RESOLVED : That this information be noted. **F377/08**

ELECTION OF CHAIRMAN

It was proposed and duly seconded that Cllr D Murton be elected as Chairman of the Finance & General Purposes Committee for 2008/2009. It was

RESOLVED : That Cllr D Murton be elected Chairman of the Finance & General Purposes Committee for 2008/2009. **F378/08**

ELECTION OF VICE CHAIRMAN

It was proposed and duly seconded that Cllr J Haxby be elected as Vice Chairman of the Finance & General Purposes Committee for 2008/2009. It was

RESOLVED : That Cllr J Haxby be elected Vice Chairman of the Finance & General Purposes Committee for 2008/2009. **F379/08**

TERMS OF REFERENCE

Members had previously been circulated with a copy of the Terms of Reference for the Finance & General Purposes Committee which was agreed by the Full Council on 14 May 2008. The Chairman stated that a review of all council committee's Terms of Reference should be undertaken by each new committee at their first meeting after the Annual Council Meeting and asked for the committee's acceptance of the Terms of Reference. It was

RESOLVED: That the Finance & General Purposes Committee Terms of Reference be accepted by the Finance and General Purposes Committee for 2008/2009. **F380/08**

INTERNAL AUDIT REPORT – YEAR END ACCOUNTS 2007/2008

The RFO circulated to Members a detailed copy of the Internal Auditors final report for the Year End 2007/2008. The Internal Audit report was very satisfactory and gave detailed information on all areas covered by the Internal Auditor and highlighted no areas for concern. The Internal Auditor made reference to the following:

- Review of Financial Regulations approved in 2007/08 and Standing Orders amended and approved on 9.4.08
- Risk Management – aware of work carried out Risk Assessment software specifically produced for Town Councils

Members congratulated the RFO on the excellent internal audit report for the year end 2007/2008 and wished their thanks to be recorded. It was

RESOLVED: That a recommendation be made to full council that the Internal Auditors Report for the Year End Accounts 2007/2008 be accepted. **F381/08**

RESOLVED: That the RFO be thanked for introducing new financial controls and procedures throughout the year which had resulted in the council receiving an excellent internal audit report. **F382/08**

YEAR END BUDGET STATEMENT 2007/2008

Members of the Finance & General Purposes Committee had previously been circulated with a copy of the Year End Budget Statement for 2007/2008 together with a Year End Report for 2007/2008 from the RFO. The RFO gave a full explanation of the Year End Report and the Budget Statement and invited questions from members. The Budget Statement had been produced to show net income and expenditure figures and transfer values to and from reserves were shown separately for external audit purposes. The RFO gave an explanation to members in relation to actual income and expenditure which was compared with the planned budget and projections. After discussion it was

RESOLVED: That a recommendation be made to full council that the Year End Budget Statement for 2007/2008 and the Year End Report from the RFO be accepted.

F383/08

STATEMENT OF ACCOUNTS 2007/2008 (Externally Unaudited)

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 2007/2008 Statement of Accounts. During the fourth quarter the council had received more income than planned due to the realisation of an investment bond (£57,153) and other income from the release of additional commemorative seating (£14,477) which had offset planned income of £40,700 to be transferred from the Unearmarked Reserve. The first grant payment of £11,842.10 had also been made to the Filey Boys and Girls Club project which had not been budgeted for in 2007/2008 but included in the budget for 2008/2009. The RFO informed members that the statement of accounts reflected an increase in net assets of £26,128.34 for 2007/2008. The RFO also explained how the council's assets were represented on the Balance Sheet. After discussion it was

RESOLVED: That a recommendation be made to full council that the Statement of Accounts for 2007/2008 (Externally Unaudited) be accepted.

F384/08

ANNUAL RETURN

The RFO circulated to members a prepared Annual Return based upon the Statement of Accounts for 2007/2008 with the exception of Section 2, the Annual Governance Statement. The RFO asked members of the committee to confirm whether they could answer all questions 1 -8 positively. Members of the committee agreed that the council could positively answer every question on Section 2 of the Annual Governance Statement. Members also checked the information on Section 1 – Statement of Accounts and noted Section 4 – Annual Internal Audit Report which all questions had been completed positively by the Internal Auditor. The RFO informed members that the council would be subject to a middle audit due to income and expenditure being over £200,000 and additional supplementary evidence was required which would be collated by the RFO prior to submission with the Annual Return. It was

RESOLVED: That a recommendation be made to the full council meeting on 11 June 2008 that the Annual Return, Section 1 – Statement of Accounts and Section 2 – Annual Governance Statement for the year ended 31 March 2008 as duly completed by the RFO be signed by the Chairman of the Council.

F385/08

DRAFT MODEL AGREEMENT

Members had previously been circulated with a copy of a revised draft Model Agreement document for comment. The RFO discussed the changes which had been made to the document after the council had responded to the first draft document and requested that some changes be made. The RFO informed members that most changes had been made to the revised draft model agreement document with the exception of any increase in the administration fee still remaining at 12½%. Members discussed this in detail and were of the opinion that the administration fee should be increased to take into account increases in staff salaries and administration costs and should be set at a higher rate. A proposal to increase the administration fee to 17½% was made and duly seconded, following which an amendment was made but was not supported, the proposal was put to the vote and it was unanimously agreed to request an increase in the Model Agreement administration fee from 12½% to 17½% from Scarborough Borough Council. It was

RESOLVED: That the revised draft Model Agreement document be agreed 'in principle' with a request to be sent to SBC to consider increasing the administration fee from 12½% to 17½% before final approval of the document.

F386/08

INTERNAL AUDITOR 2008/2009

The RFO circulated to members copies of a Specification and Terms of Reference (including detailed Control Objectives) for the Internal Audit of Filey Town Council for 2008/2009 by Mr D Latham, Internal Auditor. In line with the suggested standards for Internal Audit members considered that the content of the information supplied by the Internal Auditor was sufficiently detailed to meet the council's 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 2008/2009 as per the Specification and Terms of Reference supplied.**

F387/08

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