

**FILEY TOWN COUNCIL**

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING HELD 18 MARCH 2009 AT 7.00PM**

Present: Cllr J Haxby (in the Chair), Cllr Mrs S Bradney, Cllr S Cross, Cllr C Hodgson, 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** **F190/09**

**APOLOGIES**

Cllr D Murton had sent apologies to the meeting due to a health appointment.

**RESOLVED: That Cllr D Murton's apologies be accepted.** **F191/09**

**DECLARATIONS OF INTEREST**

There were no declarations of interest made on items on the agenda, it was

**RESOLVED : That it be noted that no declarations of interest were made.** **F192/09**

**RISK MANAGEMENT**

Members had previously been circulated with copy documents of all associated risks to the Council. The RFO had selected all areas/functions applicable to the council for risk evaluation using risk management software. The RFO had selected each risk assessment and by using a scoring mechanism based on the likelihood of an event happening with the current controls in place against the impact it would have upon the council and had produced a risk assessment for each activity/function of the council. Members were informed that the Risk Assessments were working documents and would continually be assessed on a monthly, quarterly or annual basis. There were three risks which had scored as medium risks, thus being the performance of Investments Bonds, Inappropriate Investments and Christmas Tree Lighting, all were discussed in detail and it was agreed that sufficient controls were in place. Members were also provided with copies of all risks which were mapped to the council's insurance and health & safety controls, which the Health & Safety Risk Advisor to the Council had previously examined and was satisfied with the content. The RFO stated that she was currently working with the Health & Safety Advisor to produce further detailed risk assessments for associated risks applicable to the Lawns Cemetery and these would be made available to members of the Property Committee. Members requested that the RFO investigate risks for the testing of all cemetery equipment (including contractor equipment) and that the council arrange training for a member of staff to be a designated First Aider. It was

**RESOLVED: That a recommendation be made to full council that the council's Risk Management and Risk Assessment for 2009 be accepted.**

**F193/09**

**RESOLVED: That the RFO and the Health & Safety Advisor to the Council be thanked for their input in evaluating associated risks to the council.**

**F194/09**

**ASSET REGISTER AND INVESTMENT ASSET REGISTER**

Members had previously been issued with copies of the Asset Register and the Asset Investment Register which had been updated by the RFO. The RFO informed members that the Asset Register and inventory was linked to the council's insurance document which was effective up to 31 March 2009 and that an Asset Investment Register had been created at the request of the External Auditor in 2008 which reflected the valuations of the council's investment. The RFO was requested to liaise with the Archivist regarding an inventory of archive records. It was

**RESOLVED: That a recommendation be made to full council that the council's Asset Register and Asset Investment Register for 2009 be accepted.**

**F195/09**



**REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT continued**

One area for development was highlighted that there was a training need for all members of the council to be made aware of their overall financial responsibilities and the RFO was asked to arrange some training in the near future as part of a Member Training Plan. It was

**RESOLVED: That a recommendation be made to full council that the Finance and General Purposes Committee have conducted a review of the effectiveness of the council's system of internal audit and are completely satisfied that a suitable and effective system of internal audit is in place.**

F197/09

**THE FILEY TAPESTRIES**

Members were circulated with a copy of a letter from the Secretary of the Filey Tapestry Group who were offering to make a gift of the Filey Tapestries to the Town Council on behalf of the people of Filey to ensure their future safe keeping in order that they would never leave the Town of Filey and would remain as part of a historical record of the town's heritage. The Group wished to gift the tapestry panels to the Town Council with a proviso that should the council ever be dissolved the tapestries would then be bequeathed to the ownership of the Filey Museum. The first two panels have been completed and will be placed on display in the Filey Visitor Centre, a further two panels will be completed over the next three years by the Tapestry Group. The RFO stated that she had investigated costs of insurance for the tapestry panels and this was estimated at approximately £275 per annum for the two panels assuming the estimated value of the panels at being around £20,000, this amount would double when the four panels were completed. The RFO was requested to investigate further into insurance costs and the drawing up of an agreement between the Filey Tapestry Group and the Town Council. Members were honoured that the Town Council had been entrusted with the Tapestry Panel's safekeeping on behalf of the people of Filey. It was

**RESOLVED: That a recommendation be made to full council to accept the Filey Tapestry Group's generous gift of the Filey Tapestries (4 panels) and for the Town Council to be entrusted with their safekeeping within the Town of Filey on behalf of the people of Filey for the benefit of all future generations to enjoy.**

F198/09

**RESOLVED: That the RFO identify all related costs for the insurance of the Filey Tapestries and arrange for the drawing up of an agreement between the Filey Tapestry Group and Filey Town Council to transfer ownership on behalf of the people of Filey.**

F199/09

***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**