

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD 17 MARCH 2010

Present: Cllr D Murton (in the Chair), Cllr Susan Bradney, Cllr P Bradney, Cllr S Cross,
Cllr J Haxby
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 **F226/010**

APOLOGIES

Cllr C Hodgson had sent his apologies to the Chairman due to a prior meeting. It was

RESOLVED: That Cllr C Hodgson's apologies be accepted. **F227/010**

DECLARATIONS OF INTEREST

No declarations of interest were declared in items on the agenda at this point but the Chairman informed Members that they could make a declaration of interest at any point during the meeting. It was

RESOLVED : That it be noted no declarations of interest were declared. **F228/010**

INTERNAL AUDIT REPORT – THIRD QUARTER 2009/2010

Members had previously been circulated with a copy of the Internal Auditor's Report for the Third Quarter 2009/2010. The Internal Audit Report was very satisfactory and gave detailed information on all areas covered by the Internal Auditor for the third quarter internal audit and highlighted no areas for concern. The Internal Auditor made the following comment in his report:

Financial Regulations, Payments and V.A.T.

My attention has been drawn to the proposed new Model Standing Orders issued by N.A.L.C. It is quite likely that amendments to them will take place in the near future. If any full scale review by your council were to take place shortly it would be better left until the new model format has been accepted. Financial Regulations and Standing Orders contain some cross referencing. There is a requirement for Councils to review their Financial Regulations/Standing Orders annually and minute that this has taken place. A review does not mean that alterations have to take place, only that the Council have considered the current documents and are satisfied with them at that stage. It was

RESOLVED: That a recommendation be made to full council that the Internal Audit Report for the Third Quarter 2009/2010 be accepted. **F229/010**

REVIEW OF FINANCIAL REGULATIONS

Members considered the advice of the Internal Auditor in the Internal Audit Report for the Third Quarter 2009/2010 and agreed that the current Financial Regulations and Financial Internal Controls and Procedures document were satisfactory and could be deferred until the Town Council's Standing Orders have been reviewed in line with the new Model Standing Orders. It was

RESOLVED: That a recommendation be made to full council that the Town Council's current Financial Regulations and Financial Internal Controls and Procedures document are considered satisfactory and a review of these documents take place after the Town Council's Standing Orders have been reviewed in line with the new Model Standing Orders issued by N.A.L.C.

F230/010

THIRD QUARTER BUDGET REPORT 2009/2010

Members had previously been issued with a copy of the Third Quarter Budget Report 2009/2010. The RFO gave an explanation to members in relation to actual income and expenditure which was compared with the planned budget and projections. The following unspent budget headings were agreed to be carried forward into earmarked reserves in the next financial year:

- Honorary Citizen Budget - £500
- Legal Fees Budget - £500
- I.T.Budget – residual amount
- Filey Museum Budget - £1,000
- Section 17 Crime and Disorder Budget - £250

THIRD QUARTER BUDGET REPORT 2009/2010 continued

The RFO informed members that the budget had been very constrained throughout this financial year although she was confident that the budget would not be overspent. It was

RESOLVED: That a recommendation be made to full council that the Third Quarter Budget Report for 2009/2010 be accepted.

F231/010

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 were constantly being updated. There were three risks which had scored as medium risks, thus being the performance of Investments Bonds, Inappropriate Investments and the Christmas Tree Lighting Scheme, which were discussed and 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 Risk Advisor to produce further detailed risk assessments for all associated Council equipment which was operated by members of staff or contractors. It was

RESOLVED: That a recommendation be made to full council that the council's Risk Management and Risk Assessment for 2010 be accepted.

F232/010

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 2010 and that the Asset Investment Register reflected the valuations of the council's investment. Members queried the asset value of Filey Museum and requested that the RFO investigate this. It was

RESOLVED: That a recommendation be made to full council that the council's Asset Register and Asset Investment Register for 2010 be accepted.

F233/010

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members considered the council's responsibilities to review the effectiveness of internal control. The Finance & General Purposes Committee considered that sufficient mechanisms were in place to regularly check and monitor the financial management of the council. The Committee had over the year undertaken the following:

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| ▪ Minute F473/09 | Review of Insurance |
| ▪ Minute F474/09 | Addition of Business Continuity Insurance |
| ▪ Minute F344/09 | Agreed Terms of Reference |
| ▪ Minute F313/09, F634/09, F843/09 | Internal Audit Reports |
| ▪ Minute F319/09 | Agreed Model Area Agreement |
| ▪ Minute F315/09, F635/09 | |
| ▪ F844/09 | Review of Budget Reports |
| ▪ Minute F784/09, F740/09 | |
| ▪ Minute F847/09 | Fixed Term Deposit Accounts |
| ▪ Minute F785/09 | Agreed signatories for Fixed Term Deposit Accounts |
| ▪ Minutes F312/09, F845/09 | |
| F061/010, | Review of Investment |
| ▪ Minute F065/010- F078/010 | Grant Applications |
| ▪ Minute F085/010 | Recommendation of Draft Budget 2010/2011 to full council |
| ▪ Minute F230/010 | Review of Financial Regulations and Financial Internal Controls and Procedures |
| ▪ Minute F232/010 | Review of Risk Management and Risk Assessment |
| ▪ Minute F233/010 | Review of Asset Register and Investment Asset Register |
| ▪ Minute F234/010 | Review of the Effectiveness of Internal Control |
| ▪ Minute F476/09 | Review of the Effectiveness of Internal Audit |
| ▪ Minute F475/09 | Appointment of Internal Auditor |

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL continued

- Minute F317/09 Recommendation to full council of Statement of Accounts
- Minute F318/09 Recommendation to full council of Annual Return
- Minute F843/09 Recommendation to full council of External Auditors Certificate
- Minute F082/010 Recommendation of draft precept to full council

Members considered that the council was receiving regular and adequate financial information from the RFO and that the system of internal control was effective. The RFO would ensure that the council's Standing Orders would be shortly be reviewed by the Strategic Planning Committee as the new version of Model Standing Orders had now been received from the National Association of Local Councils.

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 control and are completely satisfied that a suitable and effective system of internal control is in place. F234/010

FINANCIAL ASSISTANCE SCHEME

Members were requested to consider whether the Town Council would be able to offer a Financial Assistance Scheme for 2010/2011 and after consideration by Members it was

RESOLVED: That a recommendation be made to full council that the Town Council offers a continuation of the Financial Assistance Scheme for 2010/2011 but cannot give any assurance to applicants that funding will be available. F235/010

ROOM HIRE FEES

Cllr S Cross stated that following the last full council meeting on 10 March 2010 he would like the Town Council to consider some form of contribution 'in kind' to offset operational costs for local groups and organisations specifically working for the good of the town, e.g. Filey in Bloom and suggested that wavering room hire costs may be a possibility. The RFO stated that she had identified certain historical inconsistencies for room hire, service charges and clerking arrangements made to local groups affiliated to the Town Council and suggested that she undertook an analysis of the anomalies reporting back to the Strategic Planning and Staffing Committees in due course in order that fairness and consistency could be applied to all. After discussion it was

RESOLVED: That the RFO undertake an investigation in inconsistencies for room hire, service charges and clerking arrangements made to local groups affiliated to the Town Council and report back findings to the Strategic Planning and Staffing Committees for consideration in due course. F236/010

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded in accordance with Standing Order 68 for the following items of business being in relation to the awarding of contracts by the council.

F237/010

QUEEN STREET GARDEN

Cllr Susan Bradney and Cllr Peter Bradney both declared a prejudicial interest in this agenda item as their business was currently employing Advanced Trees and Grounds to undertake grounds maintenance work for their business establishment.

Cllr Susan Bradney and Cllr Peter Bradney did not speak and took no part in the decision which was made by the three remaining members present.

Members were circulated with two quotations for the grounds maintenance of Queen Street Garden for 2010/2011. After due consideration it was

RESOLVED: That the contract for grounds maintenance of Queen Street Garden 2010/2011 be awarded to Advanced Trees and Grounds at a total cost of £800.00.

F238/010

MODEL AGREEMENT – PUBLIC SEATING

Members were circulated with a quotation from the Council's Model Agreement Public Seating Contractor for the restoration of heritage public seating situated outside Chapel Court. The RFO informed Members that the Property Committee had previously identified three blue roll back heritage seats which were in need of complete restoration and had recommended they be restored as part of Filey's heritage rather than be replaced (Minute 489/09). The RFO informed Members that the public seats were part of the Model Agreement but once restored the Property Committee may consider offering them as commemorative seating to reduce the existing long waiting list. The RFO informed Members that there were sufficient funds in the Model Agreement Budget 2009/2010 to restore the three seats. After discussion it was

RESOLVED: That the quotation of £386.00 per seat be accepted for restoring three heritage seats as detailed above from the Model Agreement budget 2009/2010.

F239/010

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

The meeting finished at 8.15pm

Councillor D G Murton
Chairman
Finance & General Purposes Committee