

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

MEETING HELD 21 JULY 2010 AT 7.00PM

Present: Cllr D Murton (in the Chair), Cllr S Cross, Cllr J Haxby, Cllr R Walker  
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 F589/010

**APOLOGIES**

All members of the Finance & General Purposes Committee were present at the meeting, although it was noted that there were presently two vacancies on the Committee. It was

**RESOLVED: That this information be noted.** F590/010

**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.** F591/010

**REVIEW OF FINANCIAL REGULATIONS**

Members had previously been circulated with a copy of the Town Council's Financial Regulations as a review had not been undertaken since 13 February 2008. Members together with the RFO revised and compared the Financial Regulations and Financial Internal Controls and Procedures in line with the new Model Standing Orders and the following changes were recommended:

**FINANCIAL REGULATIONS**

***After the Title***

These Financial Regulations were adopted by the Council at its meeting held on 9<sup>th</sup> April 2003 and amended at its meeting on 10<sup>th</sup> November 2004, reviewed and amended on 13<sup>th</sup> February 2008 **and reviewed and amended on 11 August 2010.**

***Financial Regulation 2.1 – ANNUAL ESTIMATES (BUDGET)***

Alter the date from not later than the end of December each year to read ***not later than the end of November each year.***

***Financial Regulation 7.1- PAYMENT OF SALARIES***

Insert ***Statutory Sick Pay*** after PAYE and National Insurance

***Financial Regulation 7.2 – PAYMENT OF SALARIES***

Insert ***Statutory Sick Pay*** after national insurance

***Financial Regulation 11(b), (f), and (h) – CONTRACTS***

Alter contract amount from £20,000 to ***£50,000 and Standing Orders also be revised to reflect this change***

***Notes***

***1.XX*** Alter date document reviewed to ***11 August 2010***

**FINANCIAL INTERNAL CONTROLS AND PROCEDURES**

***Financial Regulations and Standing Orders***

Insert date of review as ***11 August 2010***

***Emergency Expenditure***

To read – Emergency financial arrangements have been delegated to the RFO in the event of an emergency ***up to an amount of £1,000.***

***Security***

Delete the words 'strong room overnight and during the day when in use stored in a lockable filing cabinet' and replace with ***office safe***

**FINANCIAL INTERNAL CONTROLS AND PROCEDURES continued**

***Payroll***

7.2 Insert **Statutory Sick Pay** after National Insurance

Delete the word 'regularly' to read Sage Payroll to be backed up **daily** to shared drive on the computer.

***VAT***

To read – at the end of each financial year a VAT Return must be submitted to re-claim VAT **and wherever possible this to be carried out at 6 monthly intervals.**

It was

**RESOLVED: That a recommendation be made to full council that the above amendments to the Town Council's Financial Regulations and Financial Internal Controls and Procedures be approved and a revised copy of the document be circulated to all Members of the Town Council.**

**F592/010**

**FIXED TERM DEPOSIT**

The RFO informed Members that the six months Fixed Term Deposit of £50,000 plus interest had materialised from the Bank of Ireland. The Independent Financial Advisor had been requested to seek a more preferential rate of interest and had sent a letter of recommendation together with associated correspondence which had been previously circulated to Members. After due consideration of all the information provided and noting the assurance that this amount was guaranteed by the UK Government it was

**RESOLVED: That a recommendation be made to full council that £50,000 be invested with the Investec Bank for a period of 12 months.**

**F593/010**

**RESOLVED: That a recommendation be made to full council that signatories for the above 12 months Fixed Term Deposit Investment to be the Chairman of the Town Council, Cllr R Walker, the Chairman of the Finance & General Purposes Committee, Cllr D Murton, the Vice Chairman of the Finance & General Purposes Committee, Cllr J Haxby and the RFO, Mrs G Robinson with all four signatories to sign.**

**F594/010**

**REVIEW OF ROOM HIRE AND HIRE AND SERVICE CHARGES AND ASSOCIATED ARRANGEMENTS FOR WORKING PARTIES AND GROUPS AND ORGANISATIONS**

The RFO circulated an analysis of Working Parties and Groups and Organisations who paid for room hire and service charges and explained the historic anomalies. After due consideration and acknowledgement by Members that the current budget for this year has been set it was

**RESOLVED: That the Finance & General Purposes Committee re-visit the charges made to groups and organisations when the review of Hire and Service Charges are made for the 2011/2012 Budget.**

**F595/010**

**RESOLVED: That the Staffing Committee be requested to consider the anomalies for clerking arrangements for groups and organisations as soon as possible.**

**F596/010**

***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 7.53pm*

**Councillor D G Murton**  
Chairman  
Finance & General Purposes Committee