

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD 24 MAY 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 **F374/010**

APOLOGIES

Cllr C Hodgson had sent apologies to the meeting and stated that he may possibly be late in attending the meeting due to work commitments. It was

RESOLVED: That Cllr C Hodgson's apologies be accepted. **F375/010**

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. **F376/010**

REVIEW OF INSURANCE POLICY

The RFO informed Members that she had contacted the Town Council's Insurance Company to ascertain the items outlined in Part C – All Risks of the Policy as per Minute No F311/010 and it had been confirmed that all items marked 'Anywhere within Territorial Limits of YO14 9HE' were in fact covered anywhere in the world. The RFO also confirmed that items not marked with a specific premises address were also covered under Territorial Limits i.e. anywhere in the world and that she had obtained a revised insurance policy to reflect the Part C – All Risks items. It was

RESOLVED: That this information be noted and accepted. **F377/010**

REVIEW OF INVESTMENT BOND

Members had previously been circulated with a current valuation of the Investment Bond as at 31 March 2010 and were pleased to note that a slight uplift had been made since the last report. It was

RESOLVED: That the Investment Bond valuation report be accepted. **F378/010**

INTERNAL AUDIT REPORT – YEAR END ACCOUNTS 2009/2010

The RFO had previously circulated to Members a detailed copy of the Internal Auditors final report for the Year End 2009/2010. 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:

- Implement interim VAT claims by mid financial year 2010/11 – low priority
- Review Financial Regulations and Standing Orders, the RFO has started her process – high priority

The Internal Auditor made comment that he was able to sign Section 4 (Internal Audit) of the External Audit Report that all control objectives were achieved during the year to a standard adequate to meet the needs of the Council and commented that overall the Council has good controls in place surrounding the financial and other systems, with appropriate books of account being properly managed throughout the year. The Internal Auditor's opinion with regard to adherence to Corporate Governance displayed by the Council is found to be high. Members congratulated the RFO on the excellent internal audit report for the year end 2009/2010 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 2009/2010 be accepted. **F379/010**

Continued overleaf

YEAR END BUDGET STATEMENT 2009/2010

Members had previously been circulated with a copy of the Year End Budget Statement for 2009/2010 together with a Year End Report for 2009/2010 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, the income figure was slightly higher than projected and expenditure was slightly lower than predicted due to under spends in some budget headings and an invoice in dispute not being paid in this financial year. After discussion it was

RESOLVED: That a recommendation be made to full council that the Year End Budget Statement for 2009/2010 and the Year End Report for 2009/2010 from the RFO be accepted.

F380/010

STATEMENT OF ACCOUNTS 2009/2010 (Externally Unaudited)

Members had previously been circulated with the Income & Expenditure Account, Balance Sheet, Bank Reconciliation and related documents comprising the 2009/2010 Statement of Accounts which had been internally audited but yet to be externally audited. The General Fund balance had increased from £31,946.43 to £38,484.16 mainly due to unspent Contingency Fund and Civic Reception Budgets totalling £5,750 being unspent and earmarked to be utilised for 2010/2011 if necessary. The RFO explained how the council's reserves 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 2009/2010 (Externally Unaudited) be accepted.

F381/010

ANNUAL RETURN

The RFO had previously circulated to members a prepared Annual Return based upon the Statement of Accounts for 2009/2010 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. It was

RESOLVED: That a recommendation be made to the full council meeting on 9 June 2010 that the Annual Return, Section 1 – Statement of Accounts and Section 2 – Annual Governance Statement for the year ended 31 March 2010 as duly completed by the RFO be signed by the Chairman of the Council.

F382/010

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 7.20pm and the Chairman telephoned Cllr Hodgson to inform him that the meeting had finished early.

Councillor D G Murton
Chairman
Finance & General Purposes Committee