

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 19TH FEBRUARY 2018

PRESENT: Councillor M. Blackburn (in the Chair)
P. Allen
D. Cole
D. Hinsley
J. Kimberley
F.A. Nash
F.V. Nash
L. Sorrell

1. APOLOGIES

Apologies for non-attendance from Councillors Bennett-Watson (holiday), Dooley (illness), C. McLaughlin (recovering following stroke) and S. McLaughlin (child's illness) were received and acknowledged but not approved.

2. DECLARATIONS OF INTEREST BY MEMBERS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest made by members relating to items on the agenda.

3. MINUTES

RESOLVED that the Minutes of the Meeting of the Committee held 8th January 2018 be approved and signed by the Chairman as a correct record of the proceedings

4. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.12.2017

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st December 2017. He reported that there were no significant variations to the approved budget at this stage.

RESOLVED that the details of the comparison between actual income and expenditure and the budget allocation for the period ended 31st December 2017 be noted and approved.

5. DRAFT FRAMEWORK FOR DISPOSING OF ITEMS FOLLOWING COUNCIL EVENTS

The Clerk submitted a draft framework for disposing of surplus items following Council events for consideration by members.

RESOLVED that the draft framework as submitted by the Clerk and as set out in Appendix A be approved and included in the Council's standing orders

6. REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S SYSTEM OF INTERNAL CONTROL

The Clerk advised members that the Council is required by law to carry out an annual review of its system of internal control. The review ensures that the Council can give the relevant assurance as part of the governance section of the Annual Return at the end of the financial year. The Clerk submitted a report with recommendations for consideration by members.

RESOLVED that the Clerk's recommendations and further proposals made by members as set out in Appendix B be approved

7. REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S SYSTEM OF INTERNAL AUDIT AND CONFIRMATION OF APPOINTMENT OF THE COUNCIL'S INTERNAL AUDITOR

The Clerk advised members that the Council is required by law to carry out an annual review of its system of internal audit. The review ensures that the Council can give the relevant assurance as part of the governance section of the Annual Return at the end of the financial year. The Clerk recommended that the Council retain the services of Diane Malley who had written to him confirming her availability and also confirming her competence and independence. She also confirmed that there would be no increase to her charge.

RESOLVED that Diane Malley be engaged as the Council's internal auditor for the next twelve months

8. CONSIDERATION OF OUTLINE SPECIFICATION ITEMS FOR THE BAR/KITCHEN

The Clerk submitted a report outlining potential items for inclusion in the specification for refurbishment of the bar/kitchen for consideration.

RESOLVED i) that the Clerk obtain quotations as previously agreed including a proposed CAD drawing of the kitchen for approval by members
ii) that the items proposed by the Clerk be included in the specification with the exception of the dishwasher

9. CHAIRMAN'S CHARITY DANCE 2018: PROVISION OF RAFFLE PRIZE

Members were invited to decide the Council's raffle prize for the Chairman's Charity Dance 2018

RESOLVED that in accordance with the provisions of Section 137 of the Local Government Act 1972 the Council provide £100 "Lovetoshop" vouchers as the raffle prize

10. APPROVAL OF THE FINANCIAL ARRANGEMENTS FOR THE CHAIRMAN'S CHARITY DANCE

The Clerk submitted a report in accordance with the review of the system of internal control setting out proposed arrangements for payments to be made in relation to the above event

RESOLVED that the financial arrangements as proposed by the Clerk as amended as a result of an earlier decision regarding petty cash and set out in Appendix C be approved

The meeting closed at 8.40 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 19TH FEBRUARY 2018 APPENDIX A

1. The Clerk to identify a possible immediate outlet for any surplus food before each event. In the interests of public protection perishable food which cannot be used by another organisation immediately shall be disposed of.
2. All food and other refreshments which are non perishable to be retained for use at another event.
3. Other surplus items shall be donated wherever possible to the local community or a local community based organisation. If an appropriate organisation is not available, users of the Fordbridge Centre shall benefit (as equitably as possible).
4. A provisional decision regarding disposal of assets to be made in advance and confirmed by the Events Sub-Committee at the event.

APPENDIX B

Review of the effectiveness of the Council's system of internal control

- Information outlining payments made by petty cash to be provided to members each month
- Bank reconciliation to be provided for members at each meeting of the Council
- The Clerk to provide a report of the details of the renewal or letting of each utilities and service contract relating to the Fordbridge Centre
- Payments to be made to staff in respect of maintenance or repair work undertaken in addition to their standard contract to be reported separately
- Total additional payments arising from absence by staff due to sickness to be reported separately

The Council to review or consider the following issues in due course:-

- Payments formerly made by petty cash to be made by debit card wherever possible and general policy for payments to be introduced (including maximum single payment)
- Financial regulations to be reviewed, particularly in relation to payments by debit card, direct debit and BACS

APPENDIX C

Financial Arrangements for the Chairman's Charity Event 2018

Buffet: Payment to be made by debit card or bank transfer if possible, or a cheque (ideally following receipt of invoice)

Entertainer: Payment to be made by cash (separate petty cash cheque to be drawn)

Table decorations: Purchase to be made using the Council's debit card

Raffle Prize: Purchase to be made using the Council's debit card

Advertising banner: Purchase to be made using the Council's debit card

Members of the Council will not be required to perform tasks during the advance preparations for the event which may require them to incur expenses.