



# Filey Town Council

Town Clerk ~ Mrs Gina Robinson

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GR/FTC

24 May 2017

**To all members of Filey Town Council – full copies of reports to Committee Members only. Reports amended or otherwise will be circulated with the minutes of this meeting.**

Dear Councillor,

As a Member of the **FINANCE & GENERAL PURPOSES COMMITTEE YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on **WEDNESDAY 31 MAY 2017 at 7.00pm** in the Council Chamber, Council Offices, 52A Queen Street, Filey.

Yours faithfully

*Gina Robinson*

Gina Robinson  
Town Clerk & Financial Officer

## AGENDA

1. **NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972**
2. **APOLOGIES**
  - a) to note any apologies for absence
  - b) to receive reasons for absence for acceptance thereon
3. **DECLARATIONS OF INTEREST – Members are reminded of the need to consider whether they have a disclosable pecuniary interest or personal interest (as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct) to declare in any of the items on this agenda.**
4. **ELECTION OF CHAIRMAN - to elect a Chairman of the Finance & General Purposes Committee for 2017/2018**
5. **ELECTION OF VICE CHAIRMAN – to elect a Vice-Chairman of the Finance & General Purposes Committee for 2017/2018**
6. **TERMS OF REFERENCE – to receive and accept the Terms of Reference for the Finance & General Purposes Committee for 2017/2018 (copy herewith)**
7. **INTERNAL AUDIT REPORT – YEAR END ACCOUNTS 2016/2017**
  - a) to receive internal audit report for the Year End Accounts 2016/2017 and make recommendation thereon (copy herewith)

- b) to receive Statement 3 Internal Audit Report of the Annual Return signed by the Internal Auditor (copy herewith)
- 8. YEAR END BUDGET STATEMENT 2016/2017 –**  
a) to receive and approve the Year End Budget Statement 2016/2017 for recommendation to the full council (copy herewith and paper copy to be circulated at the meeting)
- 9. STATEMENT OF ACCOUNTS 2016/2017 (Externally Unaudited) –**  
a) to receive and approve the Year End Financial Report 2016/2017 from the RFO for recommendation to the full council (copy herewith)  
b) to receive and approve the Statement of Accounts for the year ended 31 March 2017 from the RFO for recommendation to the full council (copy herewith)
- 10. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017**  
a) to acknowledge that the Council has a sound system of internal control including the preparation the Annual Governance Statement 2016/2017 (Section 1 of the Annual Return) and make recommendation thereon to full council (copy herewith)  
b) to approve the Accounting Statements 2016/2017 (Section 2 of the Annual Return) and make recommendation thereon to full council (copy herewith)
- 11. INTERNAL AUDITOR 2017/2018 –** to receive specification, terms of reference and proposed costs for the internal audit of Filey Town Council 2017/2018 Accounts and to confirm the appointment of the Internal Auditor to the Town Council for the financial year 2017/2018 (copies herewith)
- 12. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT –** to undertake a review of the effectiveness of Internal Audit for recommendation to full council (copy herewith)
- 13. BANK RECONCILIATIONS –** to receive review of Bank Reconciliations for March 2017 and April 2017 from Cllr J Shackleton (copy herewith)
- 14. INVESTMENT BOND -** to receive and accept the Investment Portfolio Valuation as at 31 March 2017 (copy herewith)

***Members of the Finance & General Purposes Committee***

***Cllr J Shackleton (current Chairman), Town Mayor Cllr S Bosomworth,***

***Cllr J Haxby (current Vice Chairman), Cllr J Meek, Cllr R Walker (ex-officio member),***

***Cllr K Wilkie***