

## FILEY TOWN COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 27 MAY 2015 AT 7.00PM

Present: Cllr J Shackleton (Chairman), Cllr J Haxby (Vice Chair), Cllr S Bosomworth, Cllr D Glanvill,  
Cllr J Meek, Cllr K Wilkie  
RFO Mrs G Robinson

The Chairman welcomed everyone to the meeting and in particular gave a warm welcome to Cllr Diane Glanvill as a new member of the Finance & General Purposes Committee.

#### 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 **F400/015**

#### APOLOGIES

All members of the Finance & General Purposes Committee were present at the meeting. It was

**RESOLVED:** That the above information be noted. **F401/015**

#### DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct.

*Cllr John Haxby declared a personal interest in any future items referring to the Town Council's Independent Financial Advisor due to him being his own personal financial advisor and in particular declared a personal interest in Agenda Item 4 Investment Bond.*

No further 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 Cllr J Haxby's personal declaration of interest be noted. **F402/015**

#### ELECTION OF CHAIRMAN

It was proposed by Cllr S Bosomworth and duly seconded by Cllr J Haxby that Cllr J Shackleton be elected as Chairman of the Finance & General Purposes Committee for 2015/2016. It was

**RESOLVED:** That Cllr J Shackleton be elected Chairman of the Finance & General Purposes Committee for 2015/2016. **F403/015**

#### ELECTION OF VICE CHAIRMAN

It was proposed by Cllr J Meek and duly seconded by Cllr S Bosomworth that Cllr J Haxby be elected as Vice Chairman of the Finance & General Purposes Committee for 2015/2016. It was

**RESOLVED:** That Cllr J Haxby be elected Vice Chairman of the Finance & General Purposes Committee for 2015/2016. **F404/015**

#### TERMS OF REFERENCE

Members had previously been circulated with a copy of the Terms of Reference for the Finance & General Purposes Committee for acceptance. The RFO informed members that Standing Order No 15c had been renumbered to Standing Order 4d as per the new Town Council Standing Orders. It was

**RESOLVED:** That the Finance & General Purposes Committee's Terms of Reference be accepted for 2015/2016. **F405/015**

#### INTERNAL AUDIT REPORT – YEAR END ACCOUNTS 2014/2015

The RFO had previously circulated to Members a detailed copy of the Internal Auditor's final report for the Year End 2014/2015. The Internal Audit report was very satisfactory and gave detailed information on all control objective areas covered by the Internal Auditor and highlighted no areas for concern and no recommendations in the action plan. Members congratulated the RFO and all the admin team on the excellent internal audit report for the year end 2014/2015 and wished their thanks to be recorded. It was

**RESOLVED:** That a recommendation be made to full council that the Internal Auditor's Report for the Year End Accounts 2014/2015 be accepted. **F406/015**

**RESOLVED:** That thanks be recorded to the RFO and all the admin team in achieving a successful internal audit report. **F407/015**

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**YEAR END BUDGET STATEMENT 2014/2015**

Members had previously been circulated with a copy of the Year End Budget Statement for 2014/2015 from the RFO. The RFO gave a full explanation of 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. The RFO gave an explanation to members in relation to actual income which had exceeded expectation due to additional income being received for various projects and expenditure was far less than projected due to the final payment of approx £13K for the Council Office Disabled Lift not being made until 2015/2016. The Contingency Budget had been used for additional expenditure for a ground investigation report for Queen Street Garden to be produced. The RFO informed members that efficiency savings had been made on several budget headings and transfers to and from the Council's earmarked reserves to the value of £16.5K as detailed on the budget statement for members approval. Members stated they were pleased with the overall year end budget statement for 2014/2015 which had enabled the General Fund Balance to increase by £2,785.18 which was in line with external audit requirements. The RFO had also provided a list of the overall expenditure and the legal statutes which had been applied. After discussion it was

**RESOLVED: That the transfers detailed on the Year End Budget Statement between earmarked reserves be accepted.** F408/015

**RESOLVED: That a recommendation be made to full council that the Year End Budget Statement for 2014/2015 and the Year End Financial Report for 2014/2015 from the RFO be accepted.**

F409/015

**STATEMENT OF ACCOUNTS 2014/2015 (Externally Unaudited)**

Members had previously been circulated with the Income & Expenditure Account, Balance Sheet, Bank Reconciliation, List of Reserves and Financial Report to the Council and related documents comprising the 2014/2015 Statement of Accounts which had been internally audited but had yet to be externally audited. The RFO explained how the council's reserves were represented on the Balance Sheet and the transfers which had been made in 2014/2015 between earmarked reserves. The RFO went on to state that the General Fund balance had increased from £82,900.55 to £85,685.73 and was in line with external audit requirements. After discussion it was

**RESOLVED: That a recommendation be made to full council that the Statement of Accounts for 2014/2015 (Externally Unaudited) be accepted.** F410/015

Members also considered the list of earmarked reserves could be consolidated and after discussion it was

**RESOLVED: That a recommendation be made to full council that funds of £62,731.43 earmarked in the Commemorative Seating Reserve be transferred to the Council Property Reserve in 2015/2016.**

F411/015

**RESOLVED: That a recommendation be made to full council that funds of £300.00 earmarked in the Cultural Link Reserve be transferred to the Civic Link Reserve in 2015/2016.**

F412/015

**RESOLVED: That a recommendation be made to full council that funds of £2,176.88 earmarked in the Advertising Reserve be transferred to the Legal/Professional Fees Reserve in 2015/2016.**

F413/015

**ANNUAL AUDIT RETURN**

The RFO had previously circulated to members a prepared Annual Return based upon the Statement of Accounts for 2014/2015. The RFO asked members of the committee to confirm whether they were in agreement with Section 1 – Accounting Statement and Section 2 Annual Governance Statement of the Annual Return which members considered and agreed questions 1-8 could be answered as YES and question 9 was not applicable. Members also noted Section 4 – Annual Internal Audit Report which all questions had been completed positively and signed by the Internal Auditor. It was

**RESOLVED: That a recommendation be made to the full council meeting on 10 June 2015 that the Annual Return, Section 1 – Accounting Statement and Section 2 – Annual Governance Statement for the year ended 31 March 2015 as duly completed by the RFO be signed by the Chairman of the Council prior to the Annual Audit Return being submitted to the External Auditors.** F414/015

**INTERNAL AUDITOR 2014/2015**

The RFO had previously circulated to members copies of a Specification and Terms of Reference (including detailed Control Objectives) for the Internal Audit of Filey Town Council for 2015/2016 by Mr D Latham, Internal Auditor.

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**INTERNAL AUDITOR 2014/2015 continued**

In line with the suggested standards for Internal Audit members considered that the content of the information supplied by the Internal Auditor was sufficiently detailed to meet the council's needs. The Internal Auditor's quotation fee for four quarterly audits was quoted as £430.00 per annum. After discussion Members were of the opinion that they wished to retain the services of Mr D Latham, Internal Auditor on a quarterly basis for 2015/2016 as per the Specification and Terms of Reference supplied. It was

**RESOLVED: That a recommendation be made to full council that Mr David Latham be re-appointed as the Town Council's Internal Auditor for the year 2015/2016 as per the Specification and Terms of Reference supplied.** **F415/015**

**REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT**

Members considered the council's responsibility to review the effectiveness of internal audit as detailed in the 'Practitioners Guide 2014 for Governance and Accountability for Local Councils'. Members of the Finance and General Purposes Committee have scrutinised the appointment of the internal auditor ensuring that a specification and clear terms of reference were submitted.

The internal auditor had provided control objectives for the following areas:

- Books of account have been properly kept
- Standing Orders and Financial regulations have been adopted and applied
- Payment Controls
- Risk Management
- Budgetary Control
- Income Controls
- Petty Cash
- Payroll Controls
- Asset Controls
- Bank reconciliations
- Year End Procedures
- Minutes

Members of the Finance and General Purposes Committee conducted an Internal Audit Review and considered the expected standards and evidence of achievement in Part 1 Meeting Standards and considered the characteristics of effectiveness and evidence of achievement in Part 2 Characteristics of Effectiveness for internal audit and completed the internal audit review checklist. The Finance & General Purposes Committee have examined the competence of the internal auditor through quarterly substantial internal audit reporting which encompasses control objectives for the above areas and are assured that internal audit standards are effective and are being met by the internal auditor. 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 audit and are completely satisfied that a suitable and effective system of internal audit is in place.** **F416/015**

**GRANT AWARDS**

Filey Southdene Bowling Club

Members had previously been circulated with a letter from the Secretary of the Filey Southdene Bowling Club requesting that the grant award of £250.00 towards a Petanque Court be extended to next year. After discussion it was

**RESOLVED: That the Grant Award of £250.00 made to Filey Southdene Bowling Club towards a Petanque Court be made available until 31 March 2016 and after that date the club would need to re-apply to the Town Council.** **F417/015**

Filey Bay Initiative

Members had previously been circulated with a letter from the Secretary of Filey Bay Initiative informing the Town Council that the group wished to decline the offer of a grant of £500.00 towards an information panel to depict the work of scientist Charles Harrison Blackley who discovered the causes of hayfever, due to insufficient information being to hand and the group deciding that this information could now be incorporated in to a leaflet instead of an information panel. It was

**RESOLVED: That this information be noted.** **F418/015**

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**CCTV Camera**

Members had previously been circulated with a report from Cllr John Casey on behalf of the Filey Community and Police Group to outline a proposal for an additional CCTV Camera on Mitford Street, Filey. The RFO informed members of the amount currently in the Town Council's Crime and Disorder Reserve thus being £1,500 and members considered the contents of the report. The report stated that Scarborough Borough Council would be providing proper costings for upgrading existing analogue cameras, the cost of a new camera and linking it to the CCTV suite possibly on a 'Spend to Save' scheme. Members expressed concern that CCTV Cameras were provided by the Borough Council in other parts of the Borough but agreed to give this matter further consideration once proper costs are available. It was **RESOLVED: That Cllr J Casey be thanked for submitting his report on behalf of the Community and Police Group Meeting and further consideration will be given to the proposal once proper costs are available.** **F419/015**

**OVERHEAD DIGITAL PROJECTOR**

The RFO informed members that she had made initial enquiries to companies to provide quotations for an Overhead Digital Projector for the Council Chamber as per Minute No 380/015 (proposal made by Cllr J Haxby). The RFO confirmed that discussions had been made with the Archivist who would also be able to use this equipment for presentations. The RFO was requested to also obtain quotations for a drop-down screen to be used in conjunction with the equipment. It was **RESOLVED: That this information be noted and quotations be considered in due course.** **F420/015**

The RFO also highlighted several other possible projects which members may wish to note and would possibly be discussed at future Finance & General Purposes Committee meetings following recommendations from other committees and working parties of the Town Council or from the full council.

- A new PA System (currently being considered by the Town Guide/Map Working Party)
- Dog Fouling Campaign Posters (investigate costs as requested by the full council)
- iPads/Tablets for Councillors (to be considered by the Strategic Planning Committee)
- Donation of a WW1 and WW2 Commemorative Seat in the Memorial Gardens (subject to consultation with the British Legion and costs and design being agreed by the Council)
- Overhead Digital Projector (as detailed above)
- CCTV Camera (as detailed above)

It was

**RESOLVED: That the above information be noted.**

**F421/015**

***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 8.35pm*

Following the meeting Cllr K Wilkie checked all bank reconciliations and current investment documents as detailed on the Statement of Accounts for year ending 31 March 2015 as an additional measure of internal control and found all documentation to be accurate.

**Councillor J Shackleton**  
Chairman  
**Finance & General Purposes Committee**