

## FILEY TOWN COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 4 MARCH 2015 AT 7.00PM

Present: Cllr S Bosomworth, Cllr J Haxby (Vice Chair), Cllr J Meek, Cllr R Walker, Cllr K Wilkie  
RFO Mrs G Robinson

In the absence of the Chairman, Cllr J Haxby (Vice Chairman) chaired the meeting and welcomed everyone to the meeting.

#### 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 F180/015

#### APOLOGIES

Cllr J Shackleton (holiday) had sent his apologies to the meeting. It was

**RESOLVED:** That Cllr J Shackleton's apology be accepted. F181/015

#### 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.*

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. F182/015

#### REVIEW OF INSURANCE POLICY 2015/2016

Members had previously been circulated with a copy of the Town Council's Insurance Policy for 2015/2016 for annual review. Members considered all aspects of the policy in detail and after discussion agreed that the Insurance Policy was suitable and sufficient to cover all of the Town Council's functions and services. The RFO informed members that the policy was index-linked under a five year contract with Zurich Municipal until 30 April 2016 which had ensured that insurance costs remained cost effective and within budget. The RFO was requested to consult with the Archivist for any additional insurance requirements for the Crimlisk Fisher Archive. Members considered that all staff and members of the council should be reminded that they should each check their own car insurance policies if they use their vehicles to attend meetings or training courses for council business, to ensure they are covered for business insurance. After consideration of the insurance schedule it was

**RESOLVED:** That the review of the Town Council's insurance policy for 2015/2016 be accepted as suitable and sufficient for the Town Council's functions and services. F183/015

**RESOLVED:** That a recommendation be made to full council that all staff and members of the Town Council check their car insurance policies if they use their vehicles to attend meetings or training courses for council business, to ensure they are covered for business insurance.

F184/015

#### ASSET REGISTER AND INVESTMENT ASSET REGISTER

The RFO had previously circulated a copy of the Town Council's Asset Register as at 31 March 2015 and informed members that this had been calculated in line with the external auditor's requirements to show cost value instead of insurance values. Members were circulated with a copy of the Investment Asset Register as at 31 March 2015 which reflected the valuations of the council's investment bond as at 31 March 2015 and a copy of an equipment Inventory for the council offices was also circulated for consideration. It was

**RESOLVED:** That a recommendation be made to full council that the Town Council's Asset Register, Council Offices Inventory and Investment Asset Register as at 31 March 2015 be accepted. F185/015

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## **REVIEW OF FINANCIAL REGULATIONS**

### Financial Regulations

The RFO had previously circulated a copy of revised model Financial Regulations as issued by the National Association of Local Councils for consideration of adoption. The RFO had spent considerable time cross referencing the Town Council's existing Financial Regulations with the new model and had provided members with a copy with changes which had been highlighted for consideration and had also added items which were specific to the Town Council's requirements. Members of the Finance & General Purposes Committee considered each highlighted paragraph individually and agreed to make changes where necessary. It was noted that the new model Financial Regulations document was much more detailed and in an easier to read format, and the majority of changes were welcomed to improve greater financial control. The RFO was requested to make the agreed changes to the draft model Financial Regulations to recommend to the full council. Members noted that the following significant clauses should be read by all members:

- 2.2. Signing of Bank Reconciliations other than a cheque signatory – the RFO confirmed these will be brought to the Finance & General Purposes Committee each quarter for signing by a member who is not a cheque signatory
- 3.3 Council to consider a three year budget proposal – the RFO confirmed this was a requirement to meet the criteria if applying for the new Local Council Award Scheme at Quality Gold level
- 5.1 The RFO shall seek credit references in respect of members or employees who act as signatories
- 6.4 Cheque signatories – members to recommend an additional named member to be elected as a cheque signatory at the Annual Council Meeting in May 2015
- 6.12-6.14 to be deleted due to being included in the Town Council's I.T. Security Policy (to be reviewed by the Strategic Planning Committee)

After full discussion on each item contained within the document it was

**RESOLVED: That a recommendation be made to full council that the draft model Financial Regulations as issued by the National Association of Local Councils Association as amended by the RFO (copy herewith) be adopted as the new Financial Regulations for Filey Town Council forthwith.** F186/015

**RESOLVED: That a recommendation be made to full council that an additional named member (increased from one named member to two named members) be elected as a cheque signatory at the Annual Council meeting on 13 May 2015.** F187/015

**RESOLVED: That the RFO be thanked for reviewing the Town Council's Financial Regulations in comparison with the new model Financial Regulations.** F188/015

### Financial Internal Controls and Procedures

Members also reviewed a copy of the Council's Financial Internal Controls and Procedures and it was noted that this document detailed financial procedures and officer responsibilities for a clear division of financial duties. It was

**RESOLVED: That a recommendation be made to full council that the Town Council's Financial Internal Controls and Procedures be accepted.** F189/015

## **REVIEW OF ANNUAL INVESTMENT STRATEGY**

*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.*

**RESOLVED: That Cllr J Haxby's personal declaration of interest be noted.** F190/015

Members had previously been circulated with a copy of the Annual Investment Strategy with proposed changes being made by the RFO due to recent changes in bank investments. After consideration it was **RESOLVED: That a recommendation be made to full council to accept the revised changes in the Annual Investment Strategy and the document be updated as highlighted by the RFO.** F191/015

## **RISK MANAGEMENT**

### Financial Risk Assessments

Members had previously been circulated with copies of Financial Risk Assessments and action plans which had been mapped to an insurance holding checklist. Members noted that the two main financial risks flagged for action were the performance of the Investment Bond and inappropriate investments, both of which the Council had addressed and suitable and sufficient controls had been put in place to manage the financial risks.

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**RISK MANAGEMENT continued**

Financial Risk Assessments continued

It was noted that the introduction of an Annual Investment Strategy in 2013 had provided additional financial risk management. The RFO informed members that Mr K Leathley as the Council's Health and Safety Risk Advisor had checked the documents thoroughly and assessed all the controls in place and was satisfied to recommend acceptance of the documents to the Council and would be reporting the health and safety risk assessments to the Property Committee in due course. It was

**RESOLVED: That a recommendation be made to full council that the Financial Risk Assessments and Action Plans for 2015-2016 mapped to the insurance holding be accepted. F192/015**

Review of the effectiveness of Internal Controls

Members considered the council's responsibilities to review the effectiveness of internal control. The Finance & General Purposes Committee considered that sufficient mechanisms were in place to regularly check and monitor the financial management of the council. The Committee had over the past year undertaken the following:

- F386/014 Approved Terms of Reference
- F387/014 Review of Investment Bond
- F388/014 Internal Audit Report – Year End Accounts 2013/2014
- F390/014 Year End Budget Statement 2013/2014
- F391/014 Statement of Accounts 2013/2014 (Externally Unaudited)
- F392/014 Approved Annual Audit Return
- F393/014 Appointment of Internal Auditor
- F394/014 Reviewed the effectiveness of Internal Audit
- F469/014 Review of Investment Bond
- F564/014 Review of Investment Bond
- F565/014 Adjudicator Report from the Financial Ombudsman Service
- F566/014 Internal Audit Report – First Quarter 2014/2015
- F567/014 First Quarter Budget Report 2014/2015
- F569/014 RFO Attendance at Financial Training Course
- F644/014 Closure of Investec Fixed Term Deposit Account
- F768/014 Review of Investment Bond
- F769/014 Internal Audit Report – Second Quarter 2014/2015
- F770/014 Second Quarter Budget Report 2014/2015
- F771/014 Approved Model Agreement Estimates
- F774/014 Review of Fixed Term Deposit Accounts
- F826/014 Initial Consideration of Grant Applications 2015/2016
- F827/014 Initial Draft Budget Outline for 2015/2016
- F828-F830/014 Agreed Fixed Term Deposit Accounts
- F039-F054/015 Awarded Grant Applications 2015/2016
- F057-F058/015 Received Staffing Budget and Staff Training Budget 2015/2016
- F060/015 Review of Cemetery Fees
- F061/015 Review of Hire & Service Charges
- F062/015 Review of Commemorative Seating Policy
- F067/015 Agreed Parish Precept for 2015/2016
- F068/015 Agreed Budget for 2015/2016
- F108/015 Agreed to open a Public Sector Deposit Fund
- F109/015 Agreed Bank Signatories for Public Sector Deposit Fund
- F111/015 Review of Investment Bond
- F112/015 Third Quarter Internal Audit Report – 2014/2015
- F113/015 Third Quarter Budget Report – 2014/2015
- F183/015 Review of Insurance Policy 2015/2016
- F185/015 Review of Asset Register and Council Offices Inventory as at 31.3.15
- F185/015 Review of Investment Asset Register as at 31.3.15
- F186/015 Review of Financial Regulations
- F191/015 Review of Annual Investment Strategy
- F192/015 Review of Financial Risk Assessments and Risk Management Controls
- F193/015 Review of the Effectiveness of Internal Control
- F194/015 Review of the Financial Assistance Scheme

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**RISK MANAGEMENT continued**

Review of the effectiveness of Internal Controls continued

Members considered that the council was receiving regular and adequate financial information from the RFO and that the present system of financial internal control was effective. 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 control and are completely satisfied that a suitable and effective system of internal control is in place.** F193/015

**FINANCIAL ASSISTANCE SCHEME**

Financial Assistance Scheme

Members had previously been circulated with the current Financial Assistance application form and were requested to consider whether the Town Council would be able to offer a Financial Assistance Scheme for 2016/2017. The RFO informed members that the Strategic Planning Committee would shortly be considering the introduction of a Community Engagement Strategy which could possibly be linked to the Financial Assistance Form. After consideration by Members it was

**RESOLVED: That a recommendation be made to full council that the Town Council will offer a continuation of the Financial Assistance Scheme for 2016/2017 but cannot give any assurance to applicants that funding will be available.** F194/015

**EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following items of business being in relation to terms of tenders, proposals in negotiations for contracts.**

F195/015

**MODEL AGREEMENT TENDERS**

The Lawns Cemetery – Three Year Contract for Grounds Maintenance (including Grave Digging)

The RFO informed members that the deadline for tenders was 12 noon on Friday 13 February 2015 and only one tender had been received and was opened at 2.00pm on the same day in the presence of herself and the Chairman of the Finance & General Purposes Committee. The RFO had collated the tender submission and circulated a report to members at the meeting. The RFO confirmed that it was stated in the current Financial Regulations that the Council was not obliged to accept the lowest or any tender, quote or estimate but if less than three tenders are received the Council may make such arrangements as it thinks fit for procuring the goods or executing the works. Members of the Finance Committee considered all the financial details of the tender within the Model Agreement budget and noted that all the criteria of the tender had been met and that the submission was from the Council's existing contractor which gave greater confidence. Members considered that there was a significant risk to the Council should a Cemetery contractor not be appointed. It was

**RESOLVED: That a recommendation be made to full council that the three year contract for Grounds Maintenance (including Grave Digging) for The Lawns Cemetery be awarded to Advanced Trees and Grounds at the quoted tender price of £4,787.00 per annum plus grave digging costs as detailed in the tender.** F196/015

Three Year Contract for Maintenance of Public and Commemorative Seating

The RFO informed members that the tender for the three year contract for Public and Commemorative Seating had been advertised but no tenders had been submitted. Members agreed that this tender be re-advertised as soon as possible. It was

**RESOLVED: That the RFO makes arrangements to re-advertise the Public and Commemorative Seating Tender as soon as possible.** F197/015

**FILEY TOWN GUIDE 2016/2017**

Filey Town Guide

The RFO circulated three financial quotations for artwork and printing of 10,000 copies of the Filey Town Guide for 2016/2017 and these were considered in detail by members. Members also considered a recommendation put forward by the Town Guide Working Party. After discussion and consideration of all quotations submitted it was

**RESOLVED: That a recommendation be made to full council that Duffield's Printers Ltd be awarded the contract for artwork and printing of 10,000 copies of the Filey Town Map for 2016/2017 at a cost of £4,995.00.00 plus up to £750.00 for artwork and corrections.** F198/015

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**FILEY TOWN GUIDE 2016/2017 continued**

Filey Town Guide Advertisement Costs

Members were circulated with proposed advertisement costs for the Filey Town Guide 2016/2017 and it was noted that a midpoint reduction of 20% in advertisement costs had been applied. It was

**RESOLVED: That a recommendation be made to full council that the advertisement costs for the Filey Town Guide 2016/2017 be accepted.** **F199/015**

**FILEY BANDSTAND**

The RFO circulated three quotations for the repainting of the Filey Bandstand together with a recommendation from the Bandstand Management Committee and these were considered in detail by members. After discussion and consideration of all quotations submitted it was

**RESOLVED: That a recommendation be made to full council that Allan's Decorating Services be awarded the contract to repaint the Filey Bandstand at a cost of £610.00 to include all labour and materials as detailed.** **F200/015**

***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 9.35pm*

***Councillor J Haxby***  
Vice Chairman  
**Finance & General Purposes Committee**