

**FILEY TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING HELD ON WEDNESDAY 29 MARCH 2017 AT 7.00PM**

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

The Chairman welcomed members of the Committee 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. F264/017**

**APOLOGIES**

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

**RESOLVED: That the above information be noted. F265/017**

**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 S Bosomworth declared a pecuniary interest in any items relating to the Town Council's Internal Auditor as he was also the acting on behalf of the Filey Bay Today Magazine.*

*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 and in particular when discussing grant applications later in the meeting. It was

**RESOLVED: That Cllr S Bosomworth's pecuniary declaration of interests be noted. F266/017**

**RESOLVED: That Cllr J Haxby's personal declaration of interest be noted. F267/017**

**BANK RECONCILIATIONS**

Members had previously been circulated with copies of a Bank Reconciliation for February 2017 which had been prepared by the RFO and had been reviewed by the Internal Auditor. Cllr J Shackleton as Chairman of the Finance and General Purposes Committee informed members that he had reviewed the Bank Reconciliation for this period and reported these had been signed by himself as being correct. It was

**RESOLVED: That the Bank Reconciliations for February 2017 be accepted. F268/017**

**REVIEW OF INSURANCE POLICY 2017/2018**

Members had previously been circulated with a copy of the Town Council's Insurance Policy for 2017/2018 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 31 March 2021 which had ensured that insurance costs remained cost effective and within budget. The RFO stated that any additional items which needed to be added to the insurance policy could be done throughout the year by updating the insurance policy. After consideration of the insurance schedule it was

**RESOLVED: That the review of the Town Council's insurance policy for 2017/2018 be accepted as suitable and sufficient for the Town Council's functions and services. F269/017**

**REVIEW OF FINANCIAL REGULATIONS AND FINANCIAL INTERNAL CONTROLS AND PROCEDURES 2017**

**Financial Regulations 2017**

Members had previously been circulated with a copy of the Town Council's Financial Regulations which had been reviewed by the RFO and due to the Model Financial Regulations being revised by the National Association of Local Councils and reviewed by the Finance & General Purposes Committee on 27 April 2016, the RFO had not highlighted any changes. It was

**RESOLVED: That it be noted that a review of the Town Council's Financial Regulations had been undertaken by the Finance & General Purposes Committee with no changes being required.**

**F270/017**

**REVIEW OF FINANCIAL REGULATIONS AND FINANCIAL INTERNAL CONTROLS AND PROCEDURES 2017 continued**

Financial Internal Controls and Procedures 2017

Members had previously been circulated with a copy of the Town Council's Financial Controls for review and items for amendment or insertion had been highlighted in yellow by the RFO. The RFO stated that the document reflected individual responsibilities and identified a division of duties for staff members for each internal control and procedure. Members reviewed each of the items and agreed all the suggested changes. It was

**RESOLVED: That a recommendation be made to full council that the Financial Internal Controls and Procedures for 2017 with highlighted changes made in yellow be accepted. F271/017**

**ASSET REGISTER AND INVESTMENT ASSET REGISTER**

Asset Register and Council Office Inventory

The RFO had previously circulated a copy of the Town Council's Asset Register up to 31 March 2017 and informed members that this had been calculated in line with the external auditor's requirements to show cost value instead of insurance values. The RFO explained that this was a living document and as assets were purchased they were added to the Asset Register throughout the year. Cllr Haxby asked if the council owned buildings should be re-valued and it was noted by the RFO they were last valued in 2008 and the RFO was requested to obtain the cost for a revaluation from the District Valuation Office.

Members had previously been supplied with a copy of an inventory of council equipment and it was noted there was very little change to the previous year and all items listed were found to be present. It was

**RESOLVED: That a recommendation be made to full council that the Town Council's Asset Register and Council Offices Inventory up to 31 March 2017 be accepted. F272/017**

Investment Asset Register

The RFO had previously circulated a copy of the Town Council's Investment Asset Register and she explained that this was a living document and had been brought up to date to reflect a potted history of the Town Council's Investment Bond since 2007 to date. Members thanked the RFO for compiling this document which reflected the investment's full history and it was

**RESOLVED: That a recommendation be made to full council that the Town Council's Investment Asset Register up to 31 March 2017 be accepted. F273/017**

**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 considered each financial risk in detail and 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. It was noted that the Town Council's Annual Investment Strategy 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. Cllr Walker stated that although the cemetery did not allow dogs he felt there should be an exception made for hearing and guide dogs and it was agreed the RFO should change this wording on the risk assessment. It was

**RESOLVED: That a recommendation be made to full council that the Financial Risk Assessments and Action Plans for 2017-2018 mapped to the insurance holding be accepted. F274/017**

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:

*Continued overleaf*

**RISK MANAGEMENT continued**

Review of the effectiveness of Internal Controls continued

F326/016	Review of Investment Bond
F327/016	Notice of Appointment of Date for the Exercise of Electors' Rights
F328/016	Review of Insurance Policy 2016/2017
F329/016	Review of Model Agreement Expenditure 2015/2016
F330/016	Review of Financial Regulations
F331/016	Review of Filey Town Bus Service Agreement
F332/016	Fixed Term Deposit Accounts
F410/016	Internal Audit Report — Year End Accounts 2015/2016
F411/016	Review of Transfers between earmarked reserves
F412/016	Year End Budget Statement and Year End Financial Report 2015/2016
F413/016	Statement of Accounts 2015/2016 (Externally Unaudited)
F414/016	Approved Annual Audit Return Section 1 and Section 2
F415/016	Appointment of Internal Auditor
F416/016	Reviewed the effectiveness of Internal Audit
F485/016	Review of Reserves
F486/016	Approved Terms of Reference for Finance & General Purposes Committee
F602/016	Review of Investment Bond
F603/016	Instruction to withdraw current holdings in the LCLI Sterling Deposit Fund
F605/016	Internal Audit Report — First Quarter 2016/2017
F606/016	First Quarter Budget Report 2016/2017
F608-F609/016	Review of cost of Posters and Postcard
F611/016	Decision to purchase electronic devices and training
F683/016	Application of Capital Receipt — advice taken from YLCA
F684-F685/016	Review of Investment Bond
F686/016	Advice from YLCA and NALC National Auditor and Accounts Advisor regarding the Investment Bond
F906-F908/016	Review of Investment Bond
F910/016	Internal Audit Report — Second Quarter 2016/2017
F911/016	Second Quarter Budget Report 2016/2017
F912/016	Approved Model Agreement Estimates
F917/016	Initial Consideration of Grant Applications 2017/2018
F919/016	Approved contract for new Office Photocopier
F932-F934/016	Review of Investment Bond
F936/016	Approved Bank Reconciliation for October 2016
F938/016	Initial Draft Budget Outline for 2017/2018
F043/017	Review of Filey Town Bus Service
F044/017	Information received re Appointment of external auditor 2017/18-2021/22
F045/017	Approved Bank Reconciliation for November and December 2016
F046/017	Agreed transfer to Public Sector Deposit Fund
F048/017	Recommendation to full council to support 'in principle' a sum of EI 00K towards Filey Sports Partnership project subject to being overseen by YLCA
F049-F062/017	Awarded Grant Applications 2017/2018
F064-F065/017	Received Staffing Budget and Staff Training Budget 2017/2018
F066/017	Review of Cemetery Fees
F067/017	Review of Hire & Service Charges
F068/017	Review of Commemorative Seating Policy
F069/017	Review of donation towards a Coble Landing Beach Attendant
F070/017	Review of donation towards Filey Town Bus Service 2017/18
F0711017	Agreed Draft Parish Precept for 2017/2018 for recommendation to full council
F072/017	Agreed to set up a new Community Reserve
F073/017	Agreed Draft Budget for 2016/2017
F189/017	Agreed Bank Reconciliation for January 2017

Finance & General Purposes Committee Meeting held on 29 March 2017 continued

**RISK MANAGEMENT continued**

Review of the effectiveness of Internal Controls continued

F190/017	Review of Fixed Term Deposit Accounts
F191/017	Review of Annual Investment Strategy 2017-2018
F192-F193/017	Review of Investment Bond
F194/017	Third Quarter Internal Audit Report — 2016/2017
F195/017	Third Quarter Budget Report — 2016/2017
F197/017	Review of Banking procedures
F268/017	Review of Bank Reconciliation February 2017
F272/017	Review of Asset Register and Council Offices Inventory as at 31.3.17
F273/017	Review of Investment Asset Register as at 31.3.17
F274/017	Review of Financial Risk Assessments and Risk Management Controls
F275/017	Review of the Effectiveness of Internal Control
F276/017	Notice of Appointment of Date for the Exercise of Electors' Rights
F277/017	Review of the Financial Assistance Scheme

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.**

**F275/017**

**NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS**

Members had previously been circulated with a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for accounts for the year ended 31 March 2017 and the RFO stated that the external auditors had advised that RFO's could set their own dates within a provided criteria and therefore the RFO had set the dates for members of the public having the right to inspect the accounts between 26 June 2017 and 4 August 2017 upon application to the Town Clerk. It was

**RESOLVED: That the dates of the Exercise of Electors' Rights for accounts year ending 31 March 2017 be noted as detailed above.**

**F276/017**

**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 2018/2019. It was noted that the Financial Assistance Scheme application form had been revised last year. After consideration, 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 2018/2019 but is unable to give any assurance to applicants that funding will be available.**

**F277/017**

**FILEY SPORTS PROVISION PROJECT**

Members had previously been circulated with a copy of the notes from the last Filey Sports Provision Project meeting held on 9 March 2017 and considered the implications of the forthcoming request from the Ebor Academy Trust to undertake the project in two phases which was due to be considered at the full council meeting on 12 April 2017. Members reviewed the decision made by the full council on 18 January Minute No 048/017 which was accepted by the full council on 8 February 2017.

**FILEY SPORTS PROVISION PROJECT**

*Members were asked to consider allocating a sum 'in principle' towards the proposed Filey Sports Provision Project of which the Town Council were represented on the partnership. The RFO stated that at this stage Ebor Academy were in the process of drawing up a Business Plan for the project and would like some indication of how much funding the Town Council would be prepared to contribute towards the project. Scarborough Borough Council had verbally offered a sum of £330K but this was yet to be formally agreed by their members. After discussion it was*

**RESOLVED: That a recommendation be made to full council that a sum of £100,000 be earmarked 'in principle' from council reserves towards the Filey Sports Partnership project subject to the receipt of a robust and sustainable project Business Plan (as produced by the Ebor Academy) being fully considered by the Town Council and overseen by the Yorkshire Local Councils Association on behalf of the Town Council.**

**F048/017**

**FILEY SPORTS PROVISION PROJECT continued**

Members considered the financial risks associated with splitting the project and concern was expressed if Phase 1 went ahead there was a possibility that the costs for Phase 2 could cost considerably more and may not materialise. It was also noted that the contribution from Scarborough Borough Council was not known at the present time. Members agreed not to make any recommendation on this matter until Mr K Davies, representing Ebor Academy Trust had attended the full council meeting on 12 April 2017. It was

**RESOLVED: That the above information be noted by all members of the Town Council prior to the full council meeting on 12 April 2017.** **F278/017**

**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.** **F279/017**

**SALE OF LAND AT SOUTHdene**

Members had previously been circulated with a copy of an email from the District Valuation Office detailing proposed costs for valuing the land at Southdene and after consideration of their terms and conditions whereby any valuation provided was deemed to be 'commercially sensitive by the District Valuation Office, members could not justify the costs. The RFO advised that the Town Council did not have any statutory power to value another authority's land. The RFO informed members that a response had been received from Mazars, the Borough Council's external auditors and this would be placed on the next full council agenda on 12 April 2017. The RFO was requested to contact the Land Registry and the Yorkshire Local Councils Association and Cllr Haxby requested that K Hollinrake MP be contacted again as he felt there should be a government body to investigate this matter. It was

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

**F280/017**

***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 closed at 8.35pm.*

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