

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 27 APRIL 2015 at 7.00 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER**

Present Councillor K Vickers (Chairman)

Councillors Mrs A Clark, F Coulsey, Mrs J Mason, Mr J Oxley and J P Vickers

Also Present Ms S Richards (Town Clerk)

320. **Apologies for Absence**

Councillor Mrs J Oxley (unwell)

321. **Declarations of Interest**

None declared at this meeting.

322. **Minutes of Meeting held on the 19 January 2015**

It was noted that these minutes had been signed as a correct record, for action as necessary, at a meeting of the town council held on 4 February 2015.

323. **Matters Arising**

None.

324. **Request for Financial Assistance**

Members considered the following received request for financial support:

(a) **Ted Lewis Group**

Consideration and discussion took place regarding this request and an appraisal of the application was read out by the Chairman. Councillor Mr J Oxley proposed that a donation of £50 be made to the group, which Councillor F Coulsey seconded. It was agreed and

Resolved

(i) that a donation of £50 be made to the Ted Lewis Group. The donation to be taken from the 2015/2016 'Donations/Grants (empowered)' budget of the town council.

325. **The Following Issues Were Considered:**

(a) **2014/2015 Budget** – Quarterly Summary of Income/Expenditure

Members were furnished with a summary of the council's income/expenditure for the period 1 January to 31 March 2015. The Clerk reported that expenditure was within most of the budget line allocations for the year with the odd exception. Some savings had been made due to the council's careful expenditure during the year. It was stated that some expenditure incurred has not yet been billed to the council. If this practice continues, the council will have to consider setting aside further earmarked reserves to allow for this expenditure. It was also reported that due to the appointment of an internal auditor (to meet the current audit legislation), that additional audit fees would be incurred.

Resolved that this be noted.

Minutes of a Finance & General Purposes Committee Meeting held on 27 April 2015, cont'd

(b) Disposal of Equipment from the Town Council's Asset Register

The Clerk reported that failure of some equipment required removal from the town council's register. Following review of the asset register it is agreed and

Resolved that the following be removed from the town council's asset register – 1 fan, 1 kettle, 2 computer systems, 2 office printers and failed town centre cctv equipment (replaced with new). Failed equipment to be recycled where possible as none of this has any monetary value.

(c) Audit of the Town Council

Audit of the town council has taken place for the last financial year 2014/2015. Due to changes in audit procedures and legislation and the 'Governance and Accountability for Local Councils – Practitioners Guide 2014' the addition of an internal auditor has been appointed by the town council. This is additional to the RBS/Omega auditor who undertakes closedown of the town council's accounting software and financial practices of the town council. The internal auditor's report was distributed to members of the town council for information purposes and comment. The Chairman, Councillor K Vickers, stated that he had previously read this document, whereby the finances, practices and procedures of the town council were found to be maintained to a very high standard. A few recommendations were made to the town council, which were being addressed. Members of the committee gave thanks to the town council's clerk's for their diligence to ensure the town council operated legally within current legislation and ensuring finances of the council were kept in good order. The Clerk gave appraisal of the audit procedures and highlighted the increased accountability of the town council. This not only applied to the financial matters but also day-to-day operation of the town council as a whole. She stated that the following issues are being implemented and addressed in the current financial year. It was agreed and

Resolved

- (i) the Standing Orders and Financial Regulations to be updated;
- (ii) quotations are being sought for the town council's insurance policy;
- (iii) a register of in-coming donations to be identified;
- (iv) petty cash expenditure to be reported to council each month for approval and VAT reclaimed;
- (v) monthly bank reconciliations to be signed by the Committee Chairman or Council Chairman;
- (vi) goods and services required above £1,000 must have 3 quotations obtained to support.

(d) Update of the Financial Regulations & Standing Orders

Already addressed at this meeting (*minute reference 325(c)(i)/137above refers*).

The Chairman, Councillor K Vickers, closed the meeting at 7.20 p.m.

.....Chairman 6 May 2015