

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 17th July 2012**

Present: Cllr Hing Cllr Wardle Cllr Winney

In attendance: Vanessa Lawrence (Clerk), Cllr Sanford, Cllr Muir, Cllr Lloyd

- F18 12/13 To note apologies**
Apologies were noted from Cllrs. Mumford and M. Jones
- F19 12/13 Declarations of Interest in items on the agenda**
None received
- F20 12/13 To confirm the minutes of the meeting held on 15th May 2012**
It was **RESOLVED** to confirm the minutes of the meeting held on 15th May 2012 are a true and accurate record of the proceedings. All in favour.
- F21 12/13 Matters arising**
- The Clerk confirmed that the grant allocated to Palmer Hall had been paid.
 - Cllr Wardle confirmed that the letter to the Internal Auditor had been drafted.
- F22 12/13 To consider payments & receipts to end June 2012**
The Clerk briefed the Committee on all the categories showing negative balances on the Receipts and Payments sheet. Cllr Wardle asked if a record of all expenditure for the Jubilee had been reconciled. The Clerk said that there was a small amount left, but she asked if Cllr Hing could go through the figures and upon receipt of his approval that this underspend should be given to the Town Charity. It was **RESOLVED** to pass on any underspend to the Town Charity, subject to Cllr Hing checking figures. Proposed Cllr Wardle, seconded Cllr Hing – all in favour. Cllr Wardle asked if a list of categories showing carry forward amounts could be compiled. **ACTION: Clerk to compile a list.**
- F23 12/13 To consider letter e-mailed 21/5/12 regarding appointment of external auditor for 2012/13 by the Audit Commission.**
It was agreed that this letter was purely for notification purposes and that no reply was required.
- F24 12/13 To consider and agree External Auditors Report. Payment of fees agreed at Full Council meeting 10th July 2012 following this agreement from the Finance Committee.**
Cllr Wardle asked the Clerk to send a copy of the report to the Internal Auditor, which highlighted two points only, which related to the filling in of his part of the Annual Return. **ACTION: Clerk to send copy of External Auditors report to the Internal Auditor.**
- F25 12/13 To consider recommendation to sell the Xmas lights (blue) (wall mounted)**
The Committee agreed that it would not be worth trying to sell the lights and suggested that the Council retain these, but that the Xmas Lights Group should consider how much extra money they might require to enhance the lights for Xmas and to advise the Finance Committee accordingly. **ACTION: Clerk to relay this information to the Xmas Lights Group.**

- F26 12/13 To consider information relating to implications on Council Tax Changes**
Cllr Wardle explained that following a recent CDC cabinet meeting it would appear that changes would not impact on the Town Council, if at all, until 2014/15 and that any shortfall in 2013/14 would be subsidized by CDC. Information relating to his matter would be going out to Public Consultation in due course.

- F27 12/13 To discuss updating Financial Regulations**
Following debate it was agreed that this matter should be left and discussed alongside all the other procedural changes that will be occurring relating to Code of Conduct etc. A financial risk assessment is required to check on controls, limits and that following that changes might be made to the Financial Regulations. This matter to be discussed at the next Finance meeting in September. **ACTION: Clerk to look at Financial Risk Assessment.**

- F28 12/13 To consider and agree Finance Committee diary dates for the remainder of the financial year**
Cllrs discussed the diary in order to establish correct timings for budgetary purposes. It was agreed that meetings would take place as normal with the next meeting taking place in September but that extra meetings may be required until the New Year for budgeting purposes. It was agreed that Committees would need to have their budget proposals ready in October and that the draft budget would need to be ready for December, with the Finance Committee agreeing this and that final agreement would need to be obtained at the Full Council meeting in January. **ACTION: Clerk to add agenda item to each Committee meeting in October regarding budget proposals.**

- F29 12/13 To consider and agree accounting for Youth Provision.**
Cllr Wardle proposed that a separate account is set up to deal with other expenditure relating to the youth club. The Clerk said that to date money spent on the youth club was taken out of funds already allocated in the budget. It was agreed that any expenditure should continue to be taken from this category. All in favour.

- F30 12/13 Any other business**
Cllrs Muir and Lloyd said that they would like to sit on the Finance Committee. **ACTION: Clerk to add this onto the Agenda for the next Full Council meeting for approval.**

- F31 12/13 Date of next meeting 18th September 2012**

.....Chairman

.....2012