

EARL SHILTON TOWN COUNCIL

MINUTES of the FINANCE & POLICY WORKING PARTY MEETING

Held at 9.45 a.m. on
Tuesday 06 June 2017
At *The Stute* Station Rd, Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: Cllrs Mrs CM Coe, J Brown, A Greenwood,
S Hardy, Ms L Panton and M Tebbett.

In attendance: Town Clerk – Mr ME Jackson. Members of public – nil.

1. *Welcome and opening remarks followed by election of a Working Party Chairman for the remainder of the current Council year.*

Cllr Coe opened the meeting with a welcome to all members and the Town Clerk then immediately called for the election of a Chairman for the Working Party for the current Council year.

Resolved: Cllr S Hardy is elected Chairman of the Working Party and was congratulated by members.

2. *To receive apologies for member absence. **None** (full attendance).*
3. *Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.*

None declared.

4. *To receive and approve as a true record, the minutes of the Finance & Policy Working Party meeting held on Monday 23 January 2017.*

Resolved: that, the minutes of Finance & Policy Working Party held on the 23 January 2017 are accepted as a true record of the proceedings. (The Chairman duly signed the minutes.)

5. *To consider in detail:*
 - a. *The 2016/17 Internal Audit (IA's) report and the implications for the 2016/17 Annual Return.*

As presented and discussed at Full Council on the 16 May 2017, points from the the IA's Report were re-iterated and considered in the context of the overall presentation of the *Annual Return* to the *External Auditor*. ***Noted and received.***

- b. *The Working Party recommendations to Full Council on 13 Jun 2017 regarding the overall draft Annual Return for the financial year 2016/17.*

The Town Clerk as RFO and Proper Officer, through the Chairman, took members through the Annual Return governance and accounting statements plus formal question schedules and assertions with proofs of evidence as required by the External Auditor.

Resolved: to recommend to Full Council on 13 June 2017, that all members in turn, resolve to authorise the Chairman of Council and the RFO to sign the Annual Return Governance and Accounts statements as legally required.

- c. *Recommending to Full Council approval of the accounts for the year ending 31 March 2017 and monthly accounts for the year to date as far as bank statements will allow.*

Discussed and de facto established the RBS accounts software has produced year-end accounts until 31 March 2017 for signature. See resolution. 5 b. above. The Town Clerk stated that input of the 2017/18 accounts to the RBS accounts software and bringing it to Council on a monthly basis will be his priority going forward. **Noted and received.**

- d. *Recommendations to the next Full Council changes to bank accounts, cash cards, possible online banking and the distribution of reserves.*

The Town Clerk, not for the first time, re-iterated his intent to put to Working Party members and subsequently Full Council legal, risk averse and workable proposals to rationalise/consolidate earmarked reserves, bank accounts and the methods by which cash and bank transactions are made. This task and finish project will be a priority for the Town Clerk throughout July, August and September 2017. **Noted and received.**

- e. *Changes to Council's Standing Orders, and Financial Regulations including the Risk Assessment for Council.*

Notwithstanding the salient and accepted observation in the current IA's report; members agreed after examination that, extant *Standing Orders, Financial Regulations and Risk Assessment*, (that extensively follow NALC models and guidelines), could be recommended to Full Council as fit for purpose for a maximum of the next 6 months from the 13 June 2017 Full Council.

Resolved: to recommend to Full Council to extend the current life of Council's Standing Orders, Financial Regulations and Risk Assessment by a maximum of 6 months.

The meeting closed at 10.55 a.m. with the Chairman thanking members for their attendance and contributions.

Lesley Portea - Deputy Chair