

**EARL SHILTON TOWN COUNCIL**  
**MINUTES of the FINANCE & POLICY WORKING PARTY MEETING**

Held at 9.30 a.m. on

**Monday 09 September 2019**

At The *Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: Cllrs Mrs CM Coe, (Chairman), B Granger and K Lapsley.

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

1. *To elect a Working Party Chairman for the Civic Year.*  
**Resolved: to elect Cllr Mrs CM Coe as the Working Party Chairman for the current civic year,** (at this stage election of a Deputy Chairman was not deemed necessary). Cllr Coe was congratulated on her appointment by her fellow members and likewise thanked for her commitment.
2. *To receive apologies for member absence.*  
**None received.**
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 received.**
4. *To receive and approve as a true record, the minutes of the Finance & Policy Working Party meeting held on 06 March 2019.*  
**Resolved: to accept, as tabled, the minutes of the meeting of the Finance & Policy Working Party on the 06 March 2019 as a true record of proceedings.**
5. *To confirm the amount and methodology of Earmarked Reserves to be transferred to the CCLA dividend account as per a previous resolution (16/122 d. 4.) of Full Council.*

The Town Clerk, as formally appointed ESTC *Responsible Financial Officer* (RFO), and the Working Party members examined the financial data presented with the agenda; (issued to all well in advance of the meeting). Members and the RFO agreed that significant monies held in earmarked reserves will, as previously resolved by a Full Council meeting, be better utilised in the already extant ESTC CCLA dividend bearing account. The earmarked sums are not seen as needed in the near future but may be realised within a working day if needed. Council's General Reserves, current precept and with it cashflow will remain unaffected.

**Resolved: to recommend to the current Full Council that £570k be transferred to the CCLA account from the Council's current account,** (the RFO explained the safest and most convenient transfer mechanism, (3 separate consecutive 'cleared' cheques), to members and this was also **resolved** to be recommended to Full Council.

6. *To introduce and briefly discuss the NALC revised model Financial Regulations published recently.*



The Town Clerk demonstrated to members that extant ESTC *Financial Regulations* already follow the revised NALC template but that he will present to the next Working Party meeting any further suggested *best practice* amendments for them to consider.  
**Noted and received.**

7. *To discuss an outline timetable to review Council's Standing Orders, Financial Regulations, and corporate governance Risk Assessment.*

Members considered when they should next meet to consider these and any other 'good governance' policy documents ahead of the Council's plan for an interim independent Internal Audit. Ideally this will fit in with the half year accounts too.

**Resolved: to meet again for this purpose at 7.00 p.m. Tues 22 Oct 19.**

8. *Recommend to Full Council the appointment of the Internal Auditor for the FY 2019/20.*

Members and the RFO discussed the performance and value for money that the current Internal Auditor has brought to Council's Governance and Accountability during the last 3 years. All agreed that the professional quality of assurance, value for money and consistency of approach currently provided should be retained. Members will be happy for the Interim Audit to be held during mid to late November 2019.

**Resolved: to recommend to Full Council that Ms K Clarke be asked to provide professional independent Internal Audit duties for the Council in this financial year.**

**The meeting closed at 10.00 a.m. with the Chairman thanking members for their attendance and contributions.**

