

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 3 March 2015 at 11.00am

PRESENT                    Cllr    G.J Ackerman (Elected as Chairman for the meeting)

                                  Cllrs: C.M. Ray                    Mrs E.A. Rickard  
                                      Mrs M.J. Ray                    Ms S.J. Williams  
                                      D.G. Rickard

### **PUBLIC FORUM**

There were no members of the public present.

#### **25. APOLOGIES**

An apology for absence was received from Cllr Miss S.A. Brown.

#### **26. MINUTES**

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 9 December 2014 were confirmed as a correct record and signed by the Chairman.

#### **27. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **28. INTERNAL AUDIT 2014/15**

The Town Clerk reported on the second visit that the new internal auditors, Lightatouch, had made in January 2015.

He referred to the report received from the Internal Auditors, which was available for members. He highlighted each section covered under the audit, namely:

- Bank Reconciliations and Balances
- Petty Cash
- Income and Expenditure
- VAT
- Town Council and Committee Minutes

The Auditors reported that the records and procedures in place continue to provide a good standard of control and no formal recommendations were made for the period September to December 2014 for these transactional elements.

It was also confirmed that work on the Financial Risk Assessment, which will be reported at the end of the financial year 2014/15, was continuing.

Members were pleased with the report and thanked the Finance and Office Manager for all his work.

RESOLVED: that the Internal Audit Report for the period September to December 2014 be noted.

**29. INVESTMENT REVIEW 2014/15 AND STRATEGY 2015/16**

Consideration was given to a report of the Town Clerk, ENCL: 2949.

It was reported that a group of town councils were looking at the practicalities and possible benefits of obtaining independent financial advice on investments and a report on this would be submitted to members.

Members asked that in future revisions of the Investment Strategy, a commitment to be “debt free” be considered

RESOLVED: that the investments made in 2014/15 be noted as in the report, and

RECOMMEND: that the Annual Investment Strategy for 2014/15, attached as an Appendix to the report, be adopted without amendment for 2015/16.

**30. INFORMATION ON STANDING FOR ELECTION 2015 AND PROPOSED INDUCTION PROGRAMME FOR NEW COUNCILLORS**

The Town Clerk reported that information was available for prospective councillors, considering standing for election. He also outlined the proposed induction programme, including an introductory meeting for all councillors after the election and prior to the Annual Council meeting.

RESOLVED: that the report be noted.

**31. REVISION OF STANDING ORDERS**

Consideration was given to a report of the Town Clerk, ENCL: 2950.

It was agreed that all members should be notified by email when an agenda for a meeting is available online, with hard copies available to collect, subject to the agreement of each councillor.

RECOMMEND: that Standing Orders be amended, to allow for the electronic distribution of agendas as set out in the report.

**32. ASSET REGISTER**

Councillors considered the Asset Register, ENCL: 2951.

RECOMMEND: that the Asset Register be approved for 2015 and the Town Clerk be given delegated authority to make any final amendments.

**33. GRANT CRITERIA FOR 2015/16**

RESOLVED: that the existing 2014/15 criteria and application form be used unchanged for 2015/16.

**34. GRANTS TO LARGER ORGANISATIONS – EXTENSION OF SERVICE LEVEL AGREEMENTS WITH THE ARTS CENTRE, CAB, LEISURE CENTRE AND MUSEUM**

The Town Clerk reported that the existing Service Level Agreements were due to expire on 31 March 2015 and it was proposed that this deadline be extended by one year to coincide with the extension of funding from the District Council to cover the conclusion of the District Council's service review process.

RECOMMEND: that the Service Level Agreements and funding at the current levels for the Arts Centre, CAB, Leisure Centre and Museum be extended for a further year for 2015/16.

**35. ANNUAL TOWN MEETING ARRANGEMENTS**

The Town Clerk reported that the four larger grant bodies would make a presentation at the 2015 Annual Town Meeting, to be held on Tuesday 17 March. It was also asked that refreshments be provided for the meeting. The Town Meeting was to commence at 6pm, with the full Council meeting to follow later that evening.

RECOMMEND: that the arrangements for the Annual Town Meeting be noted.

The meeting closed at 11.46 pm.

**The next meeting of this Sub Committee will be held on on a date to be agreed at the next meeting of the Finance and General Purposes Committee**