

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 9 December 2014 at 11.00am

PRESENT Cllr Miss S.A. Brown

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

PUBLIC FORUM

There were no members of the public present.

18. APOLOGIES

There were no apologies for absence.

19. MINUTES

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 2 September 2014 were confirmed as a correct record and signed by the Chairman.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. INTERNAL AUDIT 2014/15

The Town Clerk reported on the first visit that the new internal auditors, Lightatouch, had made in September 2014.

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 were pleased to report that the various records and procedures in place provide a good standard of control and no formal recommendations were made for the period April to August 2014 for these transactional elements.

It was also confirmed that alongside the audit work, they will also undertake a Financial Risk Assessment, which will be reported at the end of the financial year 2014/15.

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 April to August 2014 be noted.

22. HEALTH AND SAFETY RISK ASSESSMENT

The Town Clerk reported on the Risk Assessment report produced by Ellis Whittam and that this would be incorporated into the wider Town Council risk assessment, to be reported to Council before the end of this municipal year.

RESOLVED: that the update be noted.

23. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

24. FUTURE PROJECTS / DRAFT ESTIMATES 2015/2016

Consideration was given to a report of the Town Clerk, ENCL: 2915.

Members considered the list of Town Plan projects, with potential expenditure in 2015/16 and also the draft estimates for 2015/16.

Members were reminded that no decisions were being taken at this time and the budget and the level of precept for next year would be considered at the Finance and General Purposes Committee on 21 January 2015 and approved at the full Town Council on 27 January 2015.

Members considered the draft budget and agreed that this should go forward for consideration to the Finance and General Purposes Committee and Council.

The meeting closed at 12.43 pm.

The next meeting of this Sub Committee will be held on 3 March 2015