

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE AND SCRUTINY SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 28 February 2017 at 11.00am

PRESENT Cllr Sandra Brown (Chairman)

Cllrs: Geoffrey Ackerman	Barry Irvine
Kelvin Clayton	Anne Rickard
Keith Day	Dave Rickard

Also in attendance: Cllr Sarah Williams.

### PUBLIC FORUM

There were no speakers in the Public Forum.

### **30. APOLOGIES**

Apologies for absence were received from Cllrs Maggie Ray and Martin Ray.

### **31. MINUTES**

The minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 6 December 2016 were confirmed as a correct record and signed by the Chairman.

### **32. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **33. INTERNAL AUDIT 2016/17**

Consideration was given to a report from the Internal Auditor, ENCL: 3176.

The Town Clerk reported on the second visit that the internal auditors, Lightatouch, had made in February 2017.

He highlighted each section covered under the audit, namely:

- Bank Reconciliations and Balances
- Petty Cash
- Income and Expenditure
- VAT
- Town Council Grants
- Town Council 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 2016 for these transactional elements.

Members thanked the Finance and Office Manager for all his work.

RESOLVED: that the Internal Audit Report for the period September to December 2016 be noted.

**34. FINANCIAL RISK ASSESSMENT**

The Town Clerk & Finance and Office Manager presented the current Assessment for 2016/17 and highlighted issues where there would be additional work, including online banking and procedures for Tourist Information Centre financial controls. The report would be finalised at the end of the year.

RESOLVED: that the update on the Financial Risk Assessment be noted.

**35. INVESTMENT REVIEW 2016/17 AND STRATEGY 2017/18**

Consideration was given to a report of the Town Clerk, ENCL: 3175.

Members noted the investment income over the past year. It was agreed that the short term investments should be widened to other high street institutions, in line with the Strategy, and that prior to any decisions being made about longer term investments, including the CCLA Property Fund, there should be further investigation of the options for longer term ethical investments.

It was also agreed that a reference to ethical investments should be included within the Strategy. The Town Clerk was asked to bring forward options for longer term investments and the proposed wording for the Strategy.

RESOLVED: that the investments made in 2016/17 be noted as in the report, and

RECOMMEND: that the Annual Investment Strategy for 2016/17, attached as an Appendix to the report, be adopted for 2017/18, subject to the Town Clerk bringing forward suggested revised wording to cover options for longer term, including ethical, investments.

**36. ASSET REGISTER**

Councillors considered the Asset Register, ENCL: 3173.

RECOMMEND: that the Asset Register be approved and the Town Clerk be given delegated authority to make any final amendments, before it is signed by the Chairman of the Finance and General Purposes Committee and the Town Clerk.

**37. GRANT CRITERIA FOR 2017/18**

RECOMMEND: that the existing 2016/17 criteria and application form be used unchanged for 2017/18.

**38. GRANTS TO LARGER ORGANISATIONS**

The Town Clerk would report a proposed Service Level Agreement with the Youth Centre for agreement before 1 April and this agreement, as with the other SLAs,

would be reviewed in August 2017. Whilst the other SLA grants were paid in October, it was agreed that, as the Youth and Community Centre Trust only took the building on in September 2016, that a staged payment of the grant funding, spread over the year, could be agreed.

All of the Service Level Agreements were for 3 years, running to March 2019, with annual reviews.

RECOMMEND: that the position on the Service Level Agreement grants be noted and a new Service Level Agreement with the Youth and Community Centre Trust be agreed, prior to 1 April 2017, to include provision for staged payment of the grant funding.

### **39. TOWN PLAN**

RESOLVED: that a Working Group of members meet to review the current Town Plan and make any recommendations on changed priorities, or new projects for 2017/18.

### **40. ANNUAL TOWN MEETING ARRANGEMENTS**

It was reported that all grant recipients have been invited to the Annual Town Meeting, to be held on Tuesday 4 April in the Town Hall and that refreshments would be provided. It was also asked if the meeting could commence at 6.00pm.

RECOMMEND: that the arrangements for the Annual Town Meeting be noted and the meeting start at 6.00pm.

The meeting closed at **12.02pm**

**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**