

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 1 March 2016 at 11.00am

PRESENT Cllrs: G.J. Ackerman Mrs M.J. Ray
 K.C. Clayton D.G. Rickard
 K.A. Day Mrs E.A. Rickard
 W.B. Irvine Ms S.J. Williams (ex officio)
 C.M. Ray

PUBLIC FORUM

There were no members of the public present.

37. APOLOGIES

Apologies for absence were received from Cllr Miss S.A. Brown.

In the absence of the Chairman, it was agreed that Cllr Ms S.J. Williams would chair the meeting.

38. MINUTES

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 8 December 2015 were confirmed as a correct record and signed by the Chairman.

39. DECLARATIONS OF INTEREST

There were no declarations of interest.

40. INTERNAL AUDIT 2015/16

Consideration was given to a report from the Internal Auditor, ENCL: 3059.

The Town Clerk reported on the second visit that the internal auditors, Lightatouch, had made in January 2016.

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 2015 for these transactional elements.

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 2016 be noted.

41. FINANCIAL RISK ASSESSMENT

The Finance and Office Manager updated on the actions for 2014/15 and reported that the Assessment for 2015/16 was ongoing and would be reported at the end of the financial year.

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

42. INVESTMENT REVIEW 2015/16 AND STRATEGY 2016/17

Consideration was given to a report of the Town Clerk, ENCL: 3058.

It was reported that there was to be a meeting on 23 March 2016 with CCLA Investments and this would be reported back, as part of a review of the options for investments. Banking providers were also being looked at, especially bearing in mind the end of free banking with Barclays. It was asked if ethical options could be looked at as well.

RESOLVED: that the investments made in 2015/16 be noted as in the report, and

RECOMMEND: that the Annual Investment Strategy for 2015/16, attached as an Appendix to the report, be adopted without amendment for 2016/17.

43. STANDING ORDERS WORKING PARTY

The Town Clerk reported the issues discussed at the meeting and highlighted the following amendments being proposed:

Registration of Interests – change to wording on Appendix B. It was proposed that the registration of membership of organisations should only be necessary where the councillor was in a position of general control or management. This would apply to:

- (a) any body appointed or nominated to by the Council:
- (b) any body exercising functions of a public nature (e.g school governing body or another council):
- (c) any body directed to charitable purposes:

The final reference in Appendix B would apply to general membership of:

- (d) any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

The Town Clerk was seeking the advice of the District Council's Monitoring Officer and would then report this and the other changes proposed by the Working Party to the Finance and General Purposes Committee.

RESOLVED: that the update be noted and the recommendations from the Working Group be reported to the next Finance and General Purposes Committee.

44. ASSET REGISTER

Councillors considered the Asset Register, ENCL: 3060.

RECOMMEND: that the Asset Register be approved for 2016 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.

45. GRANT CRITERIA FOR 2015/16

RECOMMEND: that the existing 2015/16 criteria and application form be used unchanged for 2016/17 and that a second round of grants be used (should there be an insufficient allocation during the first round) and that the grants scheme be advertised in the View from Bridport.

46. TOWN PLAN

The Town Clerk reported back from the recent Members' Workshop. The updated Plan would be submitted for approval to the Finance and General Purposes Committee in March and full Council in April

RESOLVED: that the update be noted.

47. COMMITTEE STRUCTURES

The Town Clerk reported on the proposals from the recent Members Working Group. The proposals were displayed at the meeting and would be sent to all members and reported for approval to the Finance and General Purposes Committee in March and full Council in April

RESOLVED: that the proposed changes be supported and be reported in full to the next Finance and General Purposes Committee.

48. ANNUAL TOWN MEETING ARRANGEMENTS

It was reported that all grant recipients had been invited to the Annual Town Meeting, to be held on Tuesday 5 April and that refreshments would be provided. There would also be more publicity for the meeting, which commences at 7.00pm.

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

The meeting closed at **11.58am**

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