# 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 7 June 2016 at 11.00 a.m.

PRESENT Cllr Anne Rickard (Chairman from item 2)

Cllrs: Geoffrey Ackerman Barry Irvine Kelvin Clayton Dave Rickard

Sarah Williams (ex officio) from 11.50am

# 1. ELECTION OF CHAIRMAN

Nominations were sought for Chairman and it was proposed, seconded and:

RESOLVED: that Cllr Sandra Brown be elected as Chairman of the Sub Committee for the ensuing municipal year 2016/2017.

In Cllr Brown's absence, Cllr Anne Rickard was elected to chair the meeting.

### PUBLIC FORUM

There were no members of the public present.

#### 2. APOLOGIES

Apologies for absence were received from Cllrs Sandra Brown, Keith Day, Maggie Ray, Martin Ray and (for lateness) Sarah Williams.

#### 3. <u>MINUTES</u>

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 1 March 2016 were confirmed as a correct record and signed by the Chairman, subject to the following amendment:

Page 12, third paragraph (min 40), the resolution to note the Internal Audit Report should read for the period September to December **2015**, not 2016.

# 4. DECLARATIONS OF INTEREST

There were no declarations of interest.

# 5. ROLE OF SUB COMMITTEE AND ITS TERMS OF REFERENCE

The Town Clerk reported that the terms of reference should also include the consideration and recommendation on the Annual Grants and Service Level Agreements.

It was agreed also that the Sub Committee should be able to recommend a work programme of scrutiny reports, for example the scrutiny of the Environmental Audit.

RECOMMEND: that the terms of reference of the Sub Committee shall be:

The purpose of the Sub Committee is to keep under review the corporate governance of the Town Council, including audit arrangements and to scrutinise the performance of the Town Council in this area and in the delivery of its services.

The Sub Committee shall:

- Receive regular reports on Audit matters and all related corporate governance issues, to ensure that adequate control systems are in place to manage the Town Council effectively and in accordance with legal requirements and the advice of the Audit Commission
- Maintain an overview of the Town Council's key control measures e.g.
  Standing Orders, Financial Regulations and Members Code of Conduct
- o Monitor the effective development and operation of risk management
- Receive reports from the Internal Auditor and monitor the implementation of the Annual Audit Plan
- Recommend a work programme of scrutiny reports.
- Consider and make recommendations on the Annual Grant applications and Service Level Agreements.

The Sub Committee shall report to the Finance and General Purposes Committee.

#### 6. ELECTRONIC BANKING AND REVISED FINANCIAL REGULATIONS

The Town Clerk reported that, following approval of the revised Financial Regulations, it was proposed to implement electronic banking

RECOMMEND: that the Town Clerk be given delegated authority to introduce electronic banking, in accordance with Financial Regulations.

#### 7. ANNUAL RETURN – ACCOUNTS AND MANAGEMENT LETTER PROCESS

The Town Clerk reported on the work to prepare the Annual Return. The Finance and Office Manager was thanked by members for all his work in preparing the required information, which would be looked at by the Internal Auditors on their next visit, due on 8 and 9 June.

RESOLVED: that the update be noted.

### 8. <u>ANNUAL REPORT</u>

The Town Clerk stated that the report would be available in shortened form for the Food Festival weekend and in full by the end of June 2016.

RESOLVED: that the update be noted.

### 9. GRANTS 2016/17 AND SLA REVIEWS

The Town Clerk reported that it was proposed to publicise the opening of the annual grants scheme at the end of June. Discussions were also taking place with the SLA bodies, regarding their current Service Level Agreements.

RECOMMEND: that the arrangements for the 2016/17 grants scheme be noted and the wording of the criteria for the grants for smaller organisations be amended to specify that the level of grant considered was normally in the region of £500 (changed from previous £250).

#### 10. INSURANCE RENEWAL

The Town Clerk reported that a review meeting would take place with the Town Council's insurers, prior to the renewal date of 1 September 2016. He also updated on current issues.

RESOLVED: that the update be noted.

### 11. FUTURE REPORTS

There were no matters raised.

The meeting closed at **11.56a.m.** 

The next meeting of this Sub Committee will be held on 6 September 2016. This meeting would start at 10am.