

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 5 June 2018 at 11.00 a.m.

PRESENT Cllr Kelvin Clayton (Chairman from item 2)

Cllrs: Geoffrey Ackerman	Martin Ray
Barry Irvine	Dave Rickard
Maggie Ray	Barbara Vousden

Also present: Cllrs Anne Rickard and Sarah Williams (ex officio)

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 2018/2019.

In her absence, Councillor Kelvin Clayton was elected as chair for this meeting.

PUBLIC FORUM

There were no members of the public present.

2. APOLOGIES

Apologies for absence were received from Cllrs Sandra Brown and Keith Day.

3. MINUTES

The minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 27 February 2018 were confirmed as a correct record and signed by the Chairman.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. INTERNAL AUDIT

The Finance and Office Manager reported that the Internal Auditor's final visit for 2017/18 had taken place on 30 May and that the report would be presented to the Finance and General Purposes Committee.

RESOLVED: that the update be noted.

6. ANNUAL RETURN PROCESS

The Finance and Office Manager reported on the work to prepare the Annual Governance and Accountability Return and the annual accounts, which were to be reported to the Finance and General Purposes Committee.

Members thanked the Finance and Office Manager for all his work on preparing the return and annual accounts and also for the good report from the Internal Auditor, as reported under the previous item.

RESOLVED: that the update be noted.

7. ANNUAL REPORT

The Town Clerk stated that the report would be published by the end of June 2018, in the same format as in previous years.

RESOLVED: that the update be noted.

8. GRANTS 2018/19 AND SLA REVIEWS

The Town Clerk reported that it was proposed to publicise the opening of the annual grants scheme later in June.

Discussions would take place in August with the SLA bodies, regarding their current Service Level Agreements.

RESOLVED: that the arrangements for the 2018/19 grants scheme be noted.

9. INSURANCE RENEWAL

The Town Clerk reported that a review meeting had taken place with the Town Council's insurers, prior to the renewal date of 1 September 2018.

RESOLVED: that the update be noted.

10. INVESTMENTS UPDATE

The Town Clerk provided an update on the latest information received from CCLA and that, in line with the Council's decision, it would be asked at its June meeting to decide whether to invest up to £200,000 in the CCLA Property Fund. A report seeking a recommendation to Council would be on the next Finance and General Purposes Committee agenda.

RESOLVED: that the update be noted.

11. STANDING ORDERS

The Town Clerk reported that NALC had issued amended model standing orders, incorporating or referencing the requirements of new legislation introduced after 2013. Also he was looking at adding a reference to the Rights Respecting Charter in the relevant section of Standing Orders.

RECOMMEND: that the Town Clerk report back with updates to Standing Orders as stated above.

12. FUTURE REPORTS

There were no reports raised.

The meeting closed at **11.42am**

The next meeting of this Sub Committee will be held on 4 September 2018 at the earlier time of 10.00am