

Whiteley Town Council

Finance Committee

Dear Committee Members

You are hereby summoned to attend a meeting of the above Committee to be held in the Council Rooms at Meadowside Leisure Centre, Whiteley on 15th February 2017 at **8.15pm**. The business to be transacted at that meeting will be:

- 1. To receive apologies for absence**
- 2. To receive declarations of interest regarding agenda items**
- 3. To adjourn meeting to allow participation by members of the public**
- 4. Meeting resumed to consider the following agenda items:**
 - 4.1 To consider options for depositing council funds (Chairman)
 - 4.2 To consider whether a Segregation of Duties Policy / Matrix is required (Chairman)
 - 4.3 To consider issues raised by LGPS funding consultation (Chairman)
 - 4.4 To receive interim internal audit report:
 1. Standing Orders to be updated to include EU Procurement Regs – see *revised SOs, SDP Agenda item 4.5.*
 2. Risk Assessments to be approved before 31st March (previously presented with end of year accounts) *Agenda item below.*
 3. Insurance Adequacy of Fidelity Guarantee Insurance – currently £250k - review annually, *September renewal.*
 4. Reserves – ensure reviewed as part of budget setting process (this happens) Reserves other than sinking fund are minimal. *Note the risk.*
 5. Income – not able to check fireworks takings. *Note the risk.*
 6. Fixed Asset Register present before 31st March (previously presented with end of year accounts) *Agenda item below.*
 7. Bank Reconciliations to be signed by councillor and clerk. *In hand.*
 8. Accounts turnover high this year due to extraordinary park project, if continues over £200k income and expenditure accounts required. *Note the requirement.*
 9. Audit return to be published on website. *In hand.*
 10. Extension of OCS contract to go to Full Council. *Agenda item for March meeting.*
 11. Order to Selstar not noted. *Not required.*
 - 4.5 To review Internal Controls and Risk Assessment 2016/17 prior to production of an Action Plan for inclusion with end of year accounts
 - 4.6 To receive updated Asset Register
- 5. To identify any unmanaged risks within this committee's remit**
- 6. Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available**
- 7. Recent correspondence / reports from meetings of relevance to this committee.**