

# Whiteley Town Council

## Finance Committee

Minutes of a meeting of the above Committee held in the Council Rooms at Meadowside Leisure Centre, Whiteley on 17<sup>th</sup> May 2017 at 7.44pm.

**Committee members present:** Malcolm Butler, (Chairman), Andy Baker, David Jenkins, Hazel Croft-Phillips, Mike Evans.

Town Councillors present: Morene Pinder, Bernie Rainer-Guy.

Two members of the public, Town Clerk Nicki Oliver.

1. **To receive apologies for absence** Colin Bielckus, Pat Thew.
2. **To receive declarations of interest regarding agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Meeting resumed to consider the following agenda items:**

4.1 To elect a Vice-Chairman for the ensuing year **Malcolm Butler elected.**

4.2 To review and agree committee objectives for 2017/18

### **Agreed to maintain previous objective**

To promote council grants to local organisations

### **And add**

To ensure public money is used and accounted for lawfully and responsibly

4.3 To review committee terms of reference **Agreed to maintain previous terms of reference with an amendment to require meetings to be held at least quarterly. See over.**

4.4 To consider options for depositing council funds (Chairman) **Refer to next meeting.**

4.5 To consider whether a Segregation of Duties Policy / Matrix is required (Chairman) **Refer to next meeting.**

4.6 To consider issues raised by LGPS funding consultation (Chairman) **Refer to next meeting.**

4.7 To receive income and expenditure report April 2016 - March 2017 **Received.**

4.8 To receive internal audit report **Received and noted that actions have been included in the** Action Plan to improve effectiveness of internal controls and risk assessment procedures 2017/18

4.9 To review accounts for external audit as follows:

1. Risk Assessment for major public assets (approved 6<sup>th</sup> March 2017)
2. Review of internal audit controls (approved 6<sup>th</sup> March 2017)
3. Internal audit tests
4. Annual Governance Statement 2016/17
5. Receipts and payments accounts 2016/17
6. Asset register March 2017 (approved 6<sup>th</sup> March 2017)
7. Supporting statement 2016/17
8. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2017/18
9. Draft external audit return

**Agreed to recommend to Full Council for approval.**

4.10 To consider a grant application from Citizens Advice Winchester District **CAB to be asked to reconsider application request for running costs which does not comply with the Town Council's terms and conditions and also to advise how may Whiteley residents it has assisted during the last financial year. Action Clerk.**

4.11 Proposal to adopt a Discretions Policy for the Council's membership of the Local Government Pension Scheme **Refer to the next meeting.**

5. **To identify any unmanaged risks within this committee's remit** Included in the above agenda items.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
7. **Recent correspondence / reports from meetings of relevance to this committee** Included in the above agenda items where relevant.

Meeting closed 8.09pm

**Finance Committee terms of Reference adopted by Full Council 6<sup>th</sup> June 2011 reviewed by Committee 23<sup>rd</sup> May 2012 with no amendments**

**Reviewed and amended 17<sup>th</sup> September 2014**

**Reviewed and amended 17<sup>th</sup> May 2017**

1. The Finance Committee is constituted as a Standing Committee of the Town Council. Its composition shall be four Councillors as voting members, with three members constituting a quorum.
2. All formal correspondence shall be conducted through the Clerk of the Town Council wherever possible.
3. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Town Clerk for circulation at full Town Council meetings.
4. The Committee will consider all aspects of the Council's finances, including grants and setting of precept operating under the terms of the Council's Standing Order's and Financial Regulations.
5. The Committee will meet as workload requires but shall meet at least **quarterly** ~~annually~~, (not later than November), to consider the following years precept, recommendations shall be presented to full Council for approval not later than the January full Town Council meeting each year
6. The Town Clerk will submit appropriate figures to Winchester City Council by the due date.
7. The Committee is authorised to commit Town Council funds to a limit of £500 (Five hundred pounds) without formal Town Council approval provided that this amount has been provided for in the annual precept.
8. In exceptional circumstances the Committee may have delegated powers from Council to commit Council funds.
9. Prospective committee members to attend HALC or similar Core Skills training prior to appointment and refresh at least every four years.

*\* Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*