

WHITNASH TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Thursday, 19th May 2016 at 7.00 p.m. in the Whitnash Town Council office, Franklin Road, Whitnash.

PRESENT: Councillors: Mrs J Falp
A Barton
P Birdi
G Cancilla
B Franklin
J Short
T Shepherd

Town Clerk: Jenny Mason

In the absence of the Chairman, Cllr Smart, the meeting was chaired by Cllr Mrs Judy Falp.

68/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Button, Kirton and Smart. Apologies were accepted.

69/16 DECLARATIONS OF INTEREST

There were no declarations of interest at the start of the meeting.

70/16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 31st March 2016 as circulated were approved and signed as a true record.

71/16 MATTERS ARISING OUT OF THOSE MINUTES

51/16 Website – The Clerk has downloaded the information for the website and Cllr Birdi will collect the data and try and sort this over the next few weeks.

65/16 Community Hub Funding – this will be discussed at the June Town Council meeting. A proposition will be made at the Town Council meeting to waive financial regulations relating to contracts to enable a price to be negotiated without competition. The reason shall be embodied in a recommendation to the council.

72/16 INCOME AND EXPENDITURE REPORT

The income and expenditure report and year end summary as at 31st March 2016 was forwarded to all members. Members present agreed the specified reserves that were suggested.

Members proposed that the Clerk and Finance Assistant look at bank charges offered by Santander and Unity Bank as they seem more competitive than the charges currently being paid.

73/16 INTERNAL AUDITOR'S REPORT

The Internal Audit was carried out on 10th May 2016 and the audit report has been received. Cllr Mrs Falp read various comments made by the Internal Auditor. The auditor commented that the Council may wish to look at the level of indemnity insurance and determine whether the level of £100,000 is adequate. Members proposed this is noted. (*Subsequent to the meeting the Clerk contacted WALC and there is no fixed guide to insurance levels - each authority needs to make its own decision*).

The Internal Auditor has approved and signed the Annual Internal Audit Report for 2015 – 2016.

Cllr Birdi thanked the Clerk and Finance Assistant for the work undertaken and the favourable comments received from the Internal Auditor.

74/16 AMEND STANDING ORDERS

The Internal Auditor commented while doing the audit that the Committee may want to consider if item 3 (l) is still appropriate as it has been superceded by Standing Order number 32.

3 (l) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent. If anyone breaches this standing order they will be warned, and if they persist, then excluded by resolution of the council.

32. FILMING OF MEETINGS

On 6 August 2014, the 1960 Act was amended by the Openness of Local Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) Film, photograph or make an audio recording of a meeting;*
- b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;*
- c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

Members proposed that Standing Order 3(l) is removed from Standing Orders as the filming of meetings is covered in Standing Order 32.

Once the amendment has been approved at the June 2016 Town Council meeting an amended copy of Standing Orders will be forwarded to all members.

75/16 UPDATE FINANCIAL RISK ASSESSMENT

The Financial Risk Assessment was reviewed and no amendments made.

76/16 CORRESPONDENCE

1. Message from Chairman of Finance and GP was read:
*I would like to thank the committee for their attendance at the F&GP committee over the last twelve months.
I would like to thank the Town Clerk, Jenny and Kerry for keeping us in the black and also getting an excellent report on the Internal Audit for 2015 – 2016. It is a great asset to have a good team with good backup, it helps to make it run smoothly.
Brian Smart*

77/16 DATE OF NEXT MEETING

The next meeting will be held on 9th June 2016 at 7.00 p.m.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed.

SIGNEDDATE