



equipment etc.

*Christmas Lights - the expenditure is offset by the income the current balance is -£263, awaiting the invoice from Eon, the final debit balance will be covered by the money held in reserves.*

Further overspends are bank charges, stationery and postage. A virement from Councillor's printing costs will be made to realign these expenses.

Members agreed that the remaining balances be transferred into existing reserves:

Election expenses; office equipment capital expenditure, legal costs, internal audit (Sage bi-annual); town plan / community hub expenses; HR, website and honours board.

#### 68/17 REVIEW SOCIAL MEDIA POLICY

The Social Media Policy was reviewed and amended. It will be approved and adopted at the April 2017 Town Council meeting.

#### 69/17 REVIEW TERMS OF REFERENCE

A copy of all committee terms of reference was sent to all Members. Amendments were made to the Finance and General Purposes Committee Terms of Reference. The *making of bye laws* and *parochial charities* was removed from the terms of reference.

#### 70/17 REVIEW FINANCIAL RISK ASSESSMENT

Members reviewed the model draft Financial Risk Assessment from WALC and proposed it is approved. This will be taken to the April 2017 Town Council meeting for adoption.

#### 71/17 INTERNAL AUDITOR

Town Clerk and Finance Assistant attended the WALC End of Year Financial Procedures Training on 14<sup>th</sup> February 2017 and comply with the regulations. It was brought to our attention that the same internal auditor should not be used every year. WALC was asked for a list of recommended internal auditors. Three internal auditors from their list were contacted and only one reply was received. The internal auditor who replied holds the relevant qualifications to carry out the internal audit and can also carry out the SAGE audit so there is no need for a separate audit.

Members asked whether the internal auditor holds a professional indemnity insurance. The Clerk will find out. Delegated powers were given to Mayor, Chair of Finance and General Purposes Committee and the Clerk to make a decision.

72/17 CORRESPONDENCE

1. Battle's over letter from Bruno Peek regarding lighting a beacon on 11<sup>th</sup> November 2018 to commemorate and remember the end of the war in 1918. Members proposed that this is kept in abeyance until we know what other towns are doing.
2. Thank you email from Sue Hogarth for the grant of £411.00 received for the Fun Day.

73/17 DATE OF NEXT MEETING

The next meeting will be held on 18<sup>th</sup> May 2017 at 7.00 p.m.

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

SIGNED .....DATE .....