

WHITNASH TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Thursday, 13th June 2019 at 7.00 p.m. in the Whitnash Town Council office, Franklin Road, Whitnash.

PRESENT: Councillors: T Heath – Chairman
A Barton
Mrs L Burkinshaw
S McFadden
R Margrave
R Sparkes

Town Clerk: Jenny Mason

01/19 NOMINATION AND ELECTION OF CHAIRMAN AND DEPUTY FOR 2019 – 2020

Cllr Heath was nominated and duly elected as Chairman of the Finance and General Purposes Committee for 2019 – 2020. In his absence, Cllr Cancilla was nominated and duly elected as Deputy Chairman of the Finance and General Purposes Committee for 2019 – 2020.

02/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Cancilla and Franklin. Apologies were accepted.

03/19 DECLARATIONS OF INTEREST

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

04/19 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st March 2019 as circulated could not be approved and signed, as there were no seconders eligible to do so at this meeting. The Minutes will be approved and signed at the Town Council meeting to be held on 18th July 2019.

05/19 MATTERS ARISING OUT OF THOSE MINUTES

63/19 Cyber and Data Breach Cover – Warwickshire Association of Local Councils advised that the Council needs access how vulnerable email addresses are and make a decision. The Clerk will get a quotation from our insurers for Members to make a decision at the September 2019 meeting.

64/19 Website – Once all the minutes have been confirmed up to end of March 2019 Pixel will upload them. Also need to be in date order.

66/19 Whitnash Tymes – distribution will continue to be done by volunteers.

06/19 INCOME AND EXPENDITURE REPORT

The income / expenditure report as at 28th May 2019 was emailed to Members. The parking area the Chesterton Allotment site is being used as a football pitch by the children and residents have been complaining. Cllr Mrs Falp is looking into this.

07/19 COMMUNITY HUB GRANT INCOME AND EXPENDITURE REPORT

The Community Hub Grant Income and Expenditure Report was emailed to Members.

08/19 INTERNAL AUDITOR'S REPORT

A copy of the Internal Auditor's Report was emailed to Members.

The Internal Auditor noted that there were occasions where orders for work / quotations had been placed outside the council office, this is contrary to financial regulations and makes it difficult for staff to effectively monitor expenditure against budget. All orders for work should be approved by the Responsible Finance Officer to enable effective monitoring.

The Internal Auditor advised that as the Council was about to go out to tender for the Community Hub project, she strongly recommends that the Council does not enter into a contract with the successful tender until the £380,607 is secured. The Town Council should protect itself by seeking a written agreement with Warwick District Council that any shortfall in Section 106 funding will be covered by Warwick District Council before the tender contract is confirmed.

Cllr Heath will arrange for a written agreement from Warwick District Council to cover any shortfall in the Section 106 funding.

09/19 AUDIT 2018 - 2019

Members were forwarded copies of the Annual Governance Statement for 2018 -2019. This will be approved and signed at the Town Council meeting on Thursday, 20th June 2019 and submitted to the external auditors before the deadline on 1st July 2019.

10/19 FINANCIAL SUPPORT SERVICES

Only one tender was received for the Financial Support Services contract. The Financial Support Services contract for the next three years has been renewed with Mrs Kerry Samperi.

11/19 REVIEW STANDING ORDERS

Standing Orders have been reviewed and amendments were approved.

12/19 REVIEW FINANCIAL RISK ASSESSMENT

Financial Risk Assessment has been reviewed and amendments were approved.

13/19 REVIEW FINANCIAL REGULATIONS

Financial Regulations have been reviewed and no amendments made.

14/19 DATE OF NEXT MEETING

The next meeting will be held on 19th September 2019 at 7.00 p.m.

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

SIGNEDDATE