

FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee held at 7.45pm on Thursday, 23 June 2005 at The Institute. Councillor Chambers, Chair, presided over Councillors Blessett, Stevens, Warrick (arrived 8.05 pm) and the clerk. The Internal Auditor was also present.

007 ELECTION OF CHAIR

Cllr Chambers was proposed, seconded and accepted the nomination.

008 APOLOGIES FOR ABSENCE - Cllr Pelling who was engaged on a work commitment.

009 DECLARATIONS OF INTEREST – None.

010 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10 March 2005, having been previously circulated, were approved as a true and correct record and signed by the Chairman.

011 INTERNAL AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 31 MARCH 2005

The Chair moved that Standing Orders be suspended at this point to allow the Internal Auditor to address the meeting. The Committee received the report and were pleased to note that in general procedures were in order although it was noted that VAT had not been reclaimed during the tax year as the Clerk thought it was done annually. Although VAT may be reclaimed on an annual basis, under the Financial Regulations should be done on a quarterly basis and this was now in hand. On a positive note it was noted the Clerk had electronically filed the End of Year PAYE documents which will reward the council with a tax credit of £250 as the council is not yet obliged to complete returns on line.

As the council now operates a small petty cash system the Internal Auditor recommended that these payments be reported to full council each month.

The Internal Auditor then left the meeting and Standing Orders were re-established. Having discussed the report in some detail, it was unanimously agreed to **recommend** that the Internal Auditor's report is adopted.

012 COMPLETION OF ANNUAL RETURN

The Committee considered the questions relating to the Statement of Assurance required to acknowledge the collective responsibility of Councillors in relation to financial matters and answered all questions affirmatively. The Clerk/RFO reported that Section 1 relating to the Accounts which were approved at the meeting held on 26 May 2005, had been completed and that the Internal Auditor had given an unqualified report in Section 4. It was agreed to **recommend** that the Council approves the Annual Report.

013 REVIEW OF CURRENT FINANCIAL POSITION

The Clerk gave a brief report on the current situation and confirmed that the balance on 23 June 2005 was £59961.12. It was noted that is still early in the financial year and there had been no unexpected large expenditures.

014 PENSION FUND VALUATIONS

It was noted that this had already been dealt with under Minute 031/05 on 24 February and 054/05 on 28 April 05.

015 CLERKS APPRASIAL

The Committee agreed that it would be beneficial to have a formal procedure in place for appraisals and requested that this should be placed on the next agenda for consideration and also to review other staff related policies. In addition the Clerk agreed to contact LALC to enquire if there is a general reporting system for Clerks available.

It was agreed the Clerks appraisal should take place in October with Cllrs Warrick, Blessett and Chambers and that the main report should be reserved for the Clerk and appraisers with a brief report to full council.

016 REVIEW OF FINANCIAL REGULATIONS

The Committee did not consider any amendments were necessary at this stage and it was proposed, seconded and agreed to **recommend** this to full council.

017 TERMS OF REFERENCE, DELEGATED POWERS AND MEETINGS CALENDER

It was unanimously agreed to **recommend** that the Committee should:

- Undertake to consider on behalf of the Council all aspects of activity relating to financial matters not within the remit of other committees and make decisions in accordance with any approved delegated powers or, where none exist, make recommendations to the Council.
- Prepare a budget for the forthcoming financial year in accordance with the Financial Regulations of the Council and its precept timetable for items of expenditure and income not contained within other committees' terms of reference.
- Assemble the overall budget for the financial year detailing financial implications for recommendation to the Council.
- Monitor the Council's expenditure and income from time to time throughout the year and consider adjustment of plans and activities if appropriate.
- Ensure that the Council's accounts are prepared for approval by the Council in accordance with the requirements of the Accounts & Audit Regulations 2003.
- Prepare the Annual Return for approval by the Council.
- Deal with any other matter passed to it by the Council from time to time.

Delegated powers

The Finance Committee does not seek any delegated powers and all activity of the Committee shall take the form a recommendation to the Council for decision.

Meeting timetable

In order to fulfil the proposed terms of reference it was agreed to **recommend** that the Committee meets four times per year (March, June, September & December) Further meetings will, if necessary, be called for urgent business arising between meetings.

018 DATE OF NEXT MEETING – 20 September 2005 at 7.45pm

There being no further business, the meeting was closed at 8.40pm.