

MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 13th March 2019 at 6.30pm

PRESENT: Cllr M Davinson* Cllr B Nair Cllr C Hampson Cllr J Kane
 Cllr D Marshall Cllr J Nicholson Cllr J Pallas Cllr J Stephenson
 Cllr D Tully Cllr J Tully Cllr G Wilkinson

***Chairman**

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (Senior Administration Officer)
 Alan Tubman (Deputy Town Clerk)

OTHERS IN ATTENDANCE: Gordon Fletcher (Internal Auditor)

ABSENT: Cllrs L Christie & J Clark

247 APOLOGIES FOR ABSENCE

Apologies from Cllrs J McMahon, A Clegg, C Bell, G Binney, H Clark, C Marshall & L Timbey were accepted by Committee.

248 DECLARATIONS OF INTEREST

None.

249 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Chairman advised members that Item 10 - Internal Audit Reports would be moved up the agenda and dealt with after Item 5 (Minutes of previous meeting.)

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent and informed members that the meeting was being recorded by the Council. He also informed members that there was a display from DCC at reception which contained details of the final phase of the street scene works on the Front Street for their information.

250 PUBLIC PARTICIPATION

None.

251 CONFIRMATION OF MINUTES

It was proposed by Cllr David Marshall, seconded by Cllr James Kane and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General

Purposes meeting held on 13th February 2019. The Chair signed them as a true record.

252 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

The Town Clerk advised Committee about the changes that had been made to the format of the Schedule of Payments and Receipts. Members agreed that these new formats were easier to use and read and Committee would work with these reports and review them later in the year.

It was **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for February 2019.

253 BUDGET MONITORING

The Town Clerk advised Committee about changes made to the format of the Budget Monitoring Report. Members stated that they found the new format easier to digest, but requested that the percentage column on the summary page be colour coded to provide ready information about budget areas which were overspent.

Committee **NOTED** the Year to Date Expenditure Report and the Budget Monitoring Report.

254 LOCAL COUNCIL AWARDS SCHEME

The Town Clerk presented the report of the Senior Administration Officer.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that:

- (i) The Town Council will do the work required to apply for the Foundation award in the next 12 months,
- (ii) The Town Clerk and Deputy Town Clerk are to enrol in the CILCA course and seek to obtain the qualification over the same period; and
- (iii) The Town Council will then seek to apply for the Quality award.

255 LOCAL WAR MEMORIALS

The Deputy Town Clerk noted his report. It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that officers should:

- (i) Identify who organises each remembrance event at each memorial and see how we can support them;
- (ii) Develop a full programme for the Front Street beacon event in November;
- (iii) Explore costs for obtaining a PA system which is fit for purpose for outdoor events;
- (iv) Continue with both the Front Street beacon event and Civic Hall coal tub wreath laying ceremony .

256 INTERNAL AUDIT REPORTS

Gordon Fletcher presented the findings of his most recent internal audit reports.

The first report was accounts payable. There were no issues identified and the Council received full assurance.

The second report was payroll. There was one issue concerning authorisation of timesheets for casual staff and an action plan has been issued. A follow up audit will be undertaken at the beginning of April. The Council received substantial assurance.

The final report was risk management. There was one issue and an action plan was issued. The Council received substantial assurance.

It was proposed by Cllr D Marshall, seconded by Cllr J Tully and **RESOLVED** that the Policy Working Group review the risk management statement and matrix before the AGM and that the Town Clerk would arrange risk management training for staff and members in accordance with the recommendations of the internal auditor's action plan.

Committee thanked Mr Fletcher for his reports.

257 EVENTS WORKING GROUP

The Committee **NOTED** the minutes of the meeting. The Chairman advised that the next meeting of the Working Group was Thursday 14th March at 2pm.

258 TELEPHONES AND BROADBAND

The Committee **RESOLVED** that the Deputy Town Clerk look further into what the Town Council's wider IT requirements in the future and bring a full report back to Committee for consideration.

259 COMMITTEE ACTIONS UPDATE

The Town Clerk gave the following updates:

- (i) **Defibrillator** - The Job Centre now have their own defibrillator inside the Job Centre, so the Town Council will move to Plan B and put our defibrillator on PACT House.
- (ii) **Accounts for Payment** - New reports were provided to the Committee tonight.
- (iii) **Environmental Steering Group** - This should be brought back to the April Finance Committee meeting to establish members of the Steering Group and the first meeting should be at the beginning of May.
- (iv) **Police Cars** - One car is currently being liveried up and the other has not been delivered by the manufacturers yet. This needs chasing.

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DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 10th April 2019, 6.30pm, Stanley Civic Hall.