

**MINUTES** of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Wednesday 14th June 2017 at 6.00pm

**PRESENT:** Cllr J Stephenson\* Cllr M Davinson Cllr L Christie Cllr D Marshall  
Cllr J Pallas Cllr L Timbey Cllr H Clark Cllr J Nicholson  
Cllr D Tully Cllr G Graham

\*Chairman

**OFFICERS:** Nicola James (PA to the Town Clerk)  
Susan Oliver (Interim Finance Officer)

**OTHERS IN ATTENDANCE:** Cllr J Tully & 4 Members of the Public

## 28 APOLOGIES

Apologies received from Cllrs B Nair & C Marshall were accepted by the Committee.

## 29 DECLARATIONS OF INTEREST

Cllr D Marshall declared a pecuniary interest in Item 6 (*Minute #33*) Attachment E and Item 6 Attachment J in respect of payments being made to Graphic Print. He also declared a non-pecuniary interest as a member of the Rotary Club.

## 30 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The PA to the Town Clerk reminded everyone in attendance to turn their mobile phones off or switch them to silent.

## 31 PUBLIC PARTICIPATION

There were no questions from the public in attendance and no questions submitted prior to the meeting.

## 32 CONFIRMATION OF MINUTES

### (i) Personnel

It was proposed by Cllr D Tully, seconded by Cllr J Nicholson and **RESOLVED** that the Committee **APPROVE** the minutes of the Personnel Committee meeting held on 7th March 2017.

(ii) **Finance & General Purposes**

It was proposed by Cllr D Marshall, seconded by Cllr J Nicholson and **RESOLVED** that the Committee **APPROVE** the minutes of the Finance and General Purposes Committee meeting held on 8th March 2017.

33 **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

Cllr D Marshall requested that the Chairman review how the reports are presented and suggested that a traffic light system be introduced to highlight areas of concern in red so that Members could focus on those areas.

It was proposed by Cllr D Marshall, seconded by Cllr L Christie and **RESOLVED** that this be implemented and that the Chairman report back to the next meeting with different ideas on presenting information.

It was further proposed by Cllr D Marshall, seconded by Cllr L Timbey and **RESOLVED** that the payments of accounts for April and May 2017 be **APPROVED** and that the bank reconciliations for April and May 2017 be **NOTED**.

34 **INTERNAL AUDIT: FINAL ACCOUNTS**

Cllr D Marshall noted that he was happy that substantial/full assurance had been met. He suggested that the reports could be summarised into one sheet with a traffic light system indicating any issues. The Town Clerk should liaise with the Auditor and discuss how to present the reports in a different way.

It was proposed by Cllr D Marshall, seconded by Cllr J Pallas and **RESOLVED** that the reports from the Internal Auditor be received.

35 **BUDGET REVIEW**

Cllr D Marshall noted that changes will be made to the budget in the coming months and priorities may change. The report from the Town Clerk was accepted by Committee.

36 **REVISION OF THE CONSTITUTION**

It was proposed by Cllr D Marshall, seconded by Cllr L Christie and **RESOLVED** that the Committee approve the Constitution as presented and **RECOMMENDED** that Council adopt the 'Protocol on the use of Council Facilities and Resources by Councillors' as Council Policy.

37 **COMMITTEE WORK PROGRAMME**

Members agreed for the Town Clerk to progress the issues suggested.

Further issues to go into the work programme include:

- Procurement / Tendering policy
- Review of finances
- Accreditation of the Council
- Front Street offices - feasibility and sustainability

The Chair requested that updates to be provided at each meeting (if applicable) so that projects do not slip.

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#### **DATE, TIME AND VENUE OF NEXT MEETING**

Wednesday 19th July, 6pm, Stanley Civic Hall, Lumley Room. Date changed due to Michael Heaviside Commemorations