

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Tuesday 5th July 2016 at 6.00pm

**PRESENT:** Cllr D Walker\*                      Cllr D Mills                      Cllr D Marshall                      Cllr B Nair  
                  Cllr R Ferris                      Cllr J Nicholson                      Cllr W Nixon

\*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
                  Nicola James (PA to the Town Clerk)

**OTHER IN ATTENDANCE:** Cllr L Marshall & Gordon Fletcher (Internal Auditor)

**79                      APOLOGIES**

Apologies received from Cllr C Bell were accepted by the Committee.

**80                      DECLARATIONS OF INTEREST**

None.

**81                      PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Clerk noted that no one was recording this meeting.

The Clerk also noted that the report that Cllr D Marshall had previously requested on the Civic Hall Events was not prepared yet. Cllr Marshall requested that this be done urgently as it is needed before new budgets can be set.

**82                      PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

**83                      CONFIRMATION OF MINUTES**

It was proposed by Cllr D Mills, seconded by Cllr J Nicholson and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 11th May 2016.

**84                      REPORTS FROM INTERNAL AUDITOR**

- **Accounts Payable** - Members noted the report from the Internal Auditor and were happy with the Full Assurance given.
- **Income Collection and Banking** - Members noted the report from the Internal Auditor and were happy with the Full Assurance given.

- **Payroll** - Members noted the report from the Internal Auditor and were happy with the Full Assurance given.
- **Risk Management** - Members noted the report from the Internal Auditor and were happy with the Substantial Assurance given. Members **RESOLVED** that the Clerk should organise Risk Management Training for Members and Staff.
- **Action Plan** - Members **APPROVED** the Action Plan prepared by the Internal Auditor.
- **Internal Audit Annual Report** - Members noted the report from the Internal Auditor.
- **Internal Audit Annual Plan** - Members **APPROVED** the Plan prepared by the Internal Auditor. The Clerk requested that Gordon liaise with himself and co-ordinate his Annual Plan with the reviews that the Clerk will be undertaking.

## 85 BUDGETARY CONTROL

Members noted the report of the year to date spending against each cost centre and nominal code. No action was required.

## 86 COFFEE SHOP TAKINGS

Cllr D Mills noted his concern over the amount of money being spent on the Coffee Shop compared to the income. The Clerk noted that Stocktakers will be coming in soon, and a report will be provided following their review.

Members noted the Coffee Shop takings.

## 87 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 1st November 2016, 18:30, venue TBC.