

## WEST BLETCHLEY COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 6<sup>TH</sup> FEBRUARY 2017 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

**Present:** Cllrs Belcher, Cockbaine, Kearon, Kelley, Lindop, N Long, McKenzie, Moore and Thomas.

**In Attendance:** the Clerk and the Head of Council Services.

**FGP17/01 Apologies** – Cllr Shadul Rahman.

**FGP17/02 Declarations of Interest** – None.

**FGP17/03 Minutes of Meeting held on 28<sup>th</sup> November 2016**  
Cllr Moore signed the minutes as a correct record of the meeting.

**FGP17/04 Report of Responsible Financial Officer**  
**a) 2016/17 Budget**  
**Resolved:** that the report be received.  
**b) 2016/17 Accounts**  
**Resolved:** that the report be received.

**FGP17/05 Accounts and Audit Regulations**  
**a) Assessment of the Risks facing the Council**  
The Committee carried out an assessment of risks in accordance with the guidance contained in the Practitioners' Guide Governance and Accountability for Smaller Authorities in England.  
Whilst the Committee considered that the current arrangements remained generally 'fit for purpose' it was agreed that the Council's Safeguarding Policies be reviewed to take account of the Council's expanding areas of work with vulnerable people.  
**b) Council's Risk Management Strategy and Management Risk Assessments**  
**Recommended:** that the Risk Management Strategy and Governance & Management Risk Assessments, as enclosed with the agenda, be approved.  
**c) Review of the Effectiveness of Internal Audit**  
The Committee carried out its annual review of the effectiveness of internal audit in accordance with the guidance contained in the Practitioners' Guide.  
**Recommended:** that the Scope of Internal Audit, as approved by Full Council on 22<sup>nd</sup> February 2016, remains "fit for purpose" and that Auditing Solutions Ltd be appointed to carry out the Council's internal audits for 2017/18.

**FGP17/06 Review of Financial Regulations**  
**Recommended that:**  
i) financial regulation 6.21 be amended to increase the current petty cash limit to enable the Council to establish a separate petty cash account for the Frank Moran Centre,  
ii) the new draft Financial Regulations, as enclosed with the agenda, be approved.

**FGP17/07 Payment of Accounts**  
**Resolved that:**  
i) the minutes of the meetings of the Accounts Sub Committee held on 10<sup>th</sup> January 2017 be received,  
ii) the schedule of payments for the period ending 30<sup>th</sup> January 2017 be approved,  
iii) an updated schedule of payments which arise on a regular basis be approved in accordance with Financial Regulation 5.6.  
iv) the record of approved payments be signed in accordance with Financial Reg 5.7.

- v) the instruction for a direct debit for the payment of Waste Collection for the Frank Moran Centre to Serco be approved,
- vi) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 7<sup>th</sup> March 2017.

**FGP17/08 Item as required by Financial Regulation 2.2**

**Resolved:** that the Committee notes that Cllr Kearon verified bank reconciliations and statements, for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2016, and found no matters arising for the Committee's consideration.

**FGP17/09 Utility Contracts**

**Resolved that:**

- i) the report of the Head of Council Services be received,
- ii) the contract with British Gas for the provision of electricity supply to 221 Whaddon Way be renewed for the 2 year period commencing 20<sup>th</sup> March 2017,
- iii) the contract with BT for provision of Broadband at 221 Whaddon Way be renewed for the 2 year period commencing 10<sup>th</sup> February 2017.

**FGP17/10 Council Policies**

**Resolved that:**

- i) the report of the Head of Council Services be received,
- ii) the Data Protection Policy Statement be extended to include procedures relating to the collation and disposal of data,
- iii) the amended Equality and Diversity Policy, as enclosed with the agenda, be approved,
- iv) a full review of the Child Protection and Safeguarding Children Policy be undertaken by officers and reported to the next meeting,
- v) a new Confidentiality Policy be drafted by officers and submitted to the next meeting,
- vi) officers give further consideration to and recommend whether any of the Council's policies should be subject to Equality Impact Assessment,
- vii) electronically transmitted confidential committee reports be "password protected".

**FGP17/11 Date of Next Meeting**

Members noted that the next meeting of this Committee would be held on **3<sup>rd</sup> April 2017 at 7.30pm.**

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**Signature – Chair of the Finance and General Purposes Committee**