

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 4TH FEBRUARY 2019 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Cockbaine, Gibb, Kearon, Lindop and Moore.

In Attendance: Councillors P Moore & Layden, The Clerk and the Parks & Environment Manager

FGP19/01 Apologies – Cllr Thomas.

FGP19/02 Declarations of Interest – None

FGP19/03 Minutes of Meeting held on 3rd December 2018
Cllr Moore signed the minutes as a correct record of the meeting.

FGP19/04 Report of Responsible Financial Officer
Resolved: that the report be received.

FGP19/05 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.
The Committee considered that the current arrangements remained generally 'fit for purpose' with no matters identified for further action.

b) Council's Risk Management Strategy and Management Risk Assessments
Recommended: that the Risk Management Strategy and revised 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 amended Scope of Internal Audit (as attached) be approved and that Auditing Solutions Ltd be appointed to carry out the Council's internal audits for 2019/20.

FGP19/06 Review of Financial Regulations
Recommended: that this Council confirms that it has undertaken a review of its Financial Regulations, as enclosed with the agenda, and that no changes are required at this time.

FGP19/07 Payment of Accounts
Resolved that:

- i) the minutes of the meeting of the Accounts Sub Committee held on 8th January 2019 be received,
- ii) the schedule of payments for the period ending 28th January 2019 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) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 5th March 2019
- vi) the Administrator be formally thanked for the additional work that she has undertaken to facilitate the recent upgrade of the Council's financial software package.

FGP19/08 Item as required by Financial Regulation 2.2

Resolved: that the Committee notes that Cllr Kearon verified bank statements, for the period 1st October to 31st December 2018, and found no matters arising for the Committee's consideration,

FGP19/09 Council Contracts

Resolved that:

- i) the report of the Clerk be received,
- ii) the contract with British Gas for the provision of electricity supply to 221 Whaddon Way be renewed for the 3 year period commencing 20th March 2019.

FGP19/10 Council Policies

Resolved that:

- i) the report of the Clerk be received,
- ii) the updated Equality & Diversity Policy be approved.

FGP19/11 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **1st April 2019 at 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee

WEST BLETCHLEY COUNCIL

PROPOSED TERMS OF REFERENCE FOR INTERNAL AUDIT

February 2019

Approved 'Terms of Reference (checklist) for Internal Audit'

1. Was the appointment of the Internal Auditor formally approved by the Council?
2. Have any deficiencies and/or recommendations identified during the last External Audit been addressed?
3. Have all recommendations made during the previous Internal Audit been duly considered and acted upon?
4. Has the Council carried out its Annual Review of the Effectiveness of Internal Audit in accordance with the recommended guidance? Have all recommended actions been implemented?
5. Has the Council carried out its Annual Assessment of Risks in accordance with the recommended guidance? Have all recommended actions been implemented?
6. When did the Council last review its Financial Regulations? When is the next review scheduled to take place?
7. When did the Council last review its Standing Orders? When is the next review scheduled to take place?
8. Is the documentation required for services and capital projects of over £25,000 in place and correct?
9. Are the Council's book-keeping practices proper, maintained and accurate?
10. Are payments correctly evidenced, authorised and recorded?
11. Has the Council's Budget been prepared and monitored in accordance with its Financial Regulations?
12. Are security controls over cash adequate and effective?
13. Is all petty cash recorded and supported by VAT invoices/receipts?
14. Is payroll properly operated and in accordance with contracts of employment approved by the Council?
15. Is the Council's Asset Register properly maintained and up to date?
16. Are bank reconciliations carried out regularly for all accounts and reported to the Council?
17. Are the year end accounts prepared on the correct basis and tally with the cashbook?