

**WEST BLETCHLEY COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
**HELD ON MONDAY 1<sup>ST</sup> FEBRUARY 2016**  
**IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY**

**Present:** Cllrs Cockbaine, Kearon, Long and Thomas.

**In Attendance:** the Clerk.

**FGP16/01 Apologies** – received from Cllrs Belcher, Crockett, McKenzie and Turnbull.

**FGP16/02 Declarations of Interest** - None

**FGP16/03 Minutes of Meeting held on 30<sup>th</sup> November 2015**  
Cllr Long signed the minutes as a correct record of the meeting.

**FGP16/04 Report of Responsible Financial Officer**

**a) 2015/16 Budget**

**Resolved:** that the report of the Clerk be received.

**b) 2015/16 Accounts**

**Resolved:** that the report of the Clerk be received.

**c) Reference from P&E Committee**

**Recommended that:**

- i) in response to a reference from Planning & Environment Committee and in accordance with the previous resolutions of Finance & General Purposes Committee, a designated project fund be established for the development of Rickley Park and a sum of £500,000 be earmarked from the Council's balances as a provisional allocation to this fund,
- ii) any revision to or spending from the above budget be subject to further reports to Finance & General Purposes Committee and/or Full Council in accordance with Financial Regulations.

**FGP16/05 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 NALC/SLCC Practitioners' Guide Governance and Accountability in Local Councils in England and Wales.

Whilst the Committee considered that the current arrangements remained generally 'fit for purpose' it was agreed that a review should be undertaken of risks associated with lettings of the Frank Moran Centre, prior to completion of the current building extension works, to enable the Council to agree a policy in respect of future use.

**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 23<sup>rd</sup> February 2015, remains "fit for purpose" and that Auditing Solutions Ltd be appointed to carry out the Council's internal audits for 2016/17.

**FGP16/06 Review of Financial Regulations**

**Resolved that:**

- i) amendments to Model Financial Regulations as advised by the National Association of Local Councils be noted,
- ii) the Committee supports the proposed amendment to financial regulation 11.1.b.h. as referred to on the agenda,
- iii) the Clerk be authorised to amend this Council's financial regulations to take account of the above changes for submission to the next meeting of Full Council.

**FGP16/07 Items as required by Financial Regulations**

**Resolved:** that the Committee notes that Cllr Kearon has verified bank statements (for the period April to December 2016), in accordance with Financial Regulation 2.2., and found no matters arising for the Committee's consideration.

**FGP16/08 External Audit**

**Resolved:** that the future of external audit for smaller authorities be noted.

**Recommended:** that this Council does not "opt out" of the proposed sector led arrangements for the appointment of external auditors.

**FGP16/09 Payment of Accounts**

**Resolved that:**

- i) the Committee notes that the meeting of the Accounts Sub Committee due to be held on 12<sup>th</sup> January 2016 was inquorate,
- ii) the schedule of payments for the period ending 22<sup>nd</sup> January 2016 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 Regulation 5.7.
- v) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 1<sup>st</sup> March 2016.

**FGP16/10 Council Contracts**

**Resolved:** that the report of the Head of Council Services be received and the Council's Officers be authorised to enter into a contract with AH Contracts, for a further 3 year period, for emptying of litter and dog bins within the parish.

**FGP16/11 Exclusion of Press and Public**

**Resolved that:** under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

**FGP16/12 Staffing Matters**

**Resolved:** that the report of the Clerk be received and the recommendations contained therein be adopted.

**Recommended:** that the schedule of staff salary points be approved.

**FGP16/13 Date of Next Meeting**

Members noted that the next meeting of this Committee would be held on **Monday 11<sup>th</sup> April 2016 at 7.30pm.**