

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 5TH FEBRUARY 2018 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Cockbaine, Gibb, Kearon, Legg, Lindop, N Long, McKenzie and Thomas.

In Attendance: The Clerk and the Administration & Finance Manager.

FGP18/01 Apologies – Cllrs Belcher and Moore.

FGP18/02 Declarations of Interest – None.

FGP18/03 Minutes of Meeting held on 4th December 2017
Cllr Lindop signed the minutes as a correct record of the meeting.

FGP18/04 Report of Responsible Financial Officer
Resolved: that the report be received.

FGP18/05 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:

- i) that the Risk Management Strategy and revised Governance & Management Risk Assessments, as enclosed with the agenda, be approved
- ii) that the Reserves Policy, as enclosed with the agenda, be adopted.

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 27th February 2017, remains "fit for purpose" and that Auditing Solutions Ltd be appointed to carry out the Council's internal audits for 2018/19.

FGP18/06 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.

FGP18/07 Payment of Accounts

Resolved that:

- i) the minutes of the meeting of the Accounts Sub Committee held on 9th January 2018 be received,
- ii) the schedule of payments for the period ending 26th January 2018 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 6th March 2018.

FGP18/08 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 2017, and found no matters arising for the Committee's consideration.

FGP18/09 IT Infrastructure Upgrade

Resolved that:

- i) the report of the Administration & Finance Manager be received,
- ii) the Council's Officers be authorised, in consultation with the Chair and Vice of the Committee:
 - to determine the preferred provider for replacement IT Infrastructure and associated support based on the evaluation by Atmos Technology,
 - to agree terms and enter into a contract with the preferred provider for replacement IT Infrastructure and an associated annual support contract.

FGP18/10 Telephone Contracts

Resolved that:

- i) the report of the Administration & Finance Manager be received,
- ii) the proposals to upgrade the Council's telephone lines, as detailed in the report, be approved,
- iii) the costs of this upgrade be met from the "Capital Projects General" fund,
- iv) the Council's Officers be authorised to enter into contracts with BT for the telephone network upgrade and additional telephone line,
- v) these contracts be subject to bi-annual review.

FGP18/11 General Data Protection Regulations (GDPR)

Resolved that:

- i) the report of the Administration & Finance Manager be received,
- ii) further information and draft policies be submitted to the next meeting.

FGP18/12 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **9th April 2018 at 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee