

WALLINGFORD TOWN COUNCIL

M I N U T E S

of the

Finance and Properties Committee Meeting held in the Council Offices,
Wallingford on Monday 22nd May 2017

P R E S E N T

The Mayor, Councillor Kidley

Councillors Dolton, Holland, Lloyd, Norton and Titchener

The Town Clerk, Mrs Paula Lopez

The Responsible Finance Officer, Mrs Jennipher Jeje

44. ELECTION OF CHAIRMAN

It was Proposed by Councillor Norton, Seconded by Councillor Kidley and

RESOLVED:

THAT Councillor Dolton is elected Chairman of the Finance and Properties Committee for the 2017/2018 Municipal Year.

45. APOLOGIES

Apologies for absence were received Councillors Cockman, Goddard and Upcraft.

46. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Holland, Seconded by Councillor Titchener and

RESOLVED:

THAT in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the Meeting during consideration of the following items on the grounds that publicity would be prejudicial to the

public's interest by reason of the confidential nature of the business to be transacted: -

Agenda Items 7c - Debtors List

47. DECLARATION OF INTERESTS

Information for each member was available at the meeting.

There were no declarations of interests.

48. TERMS OF REFERENCE

To review the current terms of reference following the recent structuring.

Members discussed and asked for the following amendment:

Page 4 – Delegated Powers – Move bullet point one – (To make recommendations to The Council for consideration and approval) - to the bottom.

It was Proposed by Councillor Titchener, Seconded by Councillor Holland and

RESOLVED:

THAT following the above amendment the Terms of Reference are approved.

49. MINUTES

The Minutes of the Meeting held on the 23rd January 2017, as set out on pages 206-2019 of the Minute Book, copy previously circulated to members, were signed as a correct record at the Plans and General Purposes Committee Meeting on the Monday 20th February 2017 - **Noted**

50. 2016/2017 ACCOUNTS REVIEW UPDATE

a) Quarter 4 Accounts

The Responsible Finance Officer had distributed a copy of the Quarter 4 accounts prior to the meeting. Following clarification on a couple of items It was Proposed by Councillor Kidley, Seconded by Councillor Norton and

RESOLVED:

THAT The Quarter 4 Accounts be approved.

b) Bills Schedules

The Responsible Finance Officer had distributed copies of the Bills Schedules for the months of January, February and March 2017. Members reviewed the bills schedules and requested clarification on a copy of dates. It was Proposed by Councillor Norton, Seconded by Councillor Lloyd and

RESOLVED:

THAT The monthly bills schedules for January, February and March 2017 be approved.

c) Debtors List – See Confidential Minutes

51. EXTERNAL AUDITOR REQUIREMENTS – FOR ADOPTION

a) To Receive the Unaudited Accounts for the 2016/2017 Financial Year and Recommend them for adoption at Council.

The Responsible Finance Officer presented the unaudited accounts to Members, copies attached to the Minute Book. Councillor Titchener asked to see annual return form and proceeded to read and explain the submission procedure to Members. Section 1 – Annual Governance Statement 2016/2017, Section 2 Accounting statements 2016/2017.

It was Proposed by Councillor Kidley, Seconded by Councillor Norton and

RECOMMENDED:

THAT the unaudited 2016/2017 accounts are received and approved and the Town Clerk and the Mayor are authorised to sign them as a correct record.

b) Internal Audit – For Adoption at Council

i) To Receive The Internal Auditors Latest Report.

The Responsible Finance Officer distributed copies of the internal Auditor Reports to Members. Members noted that it was Satisfactory.

ii) To Review the Effectiveness of the Internal Audit.

Members discussed and agreed that the Internal Audit was effective.

It was Proposed by Councillor Norton, Seconded by Councillor Holland and

RECOMMENDED:

THAT the contents of the internal auditor's report are satisfactory and that the internal audit is effective.

c) To Receive and Approve the Finance Risk Assessment for the 2016/2017 Financial Year – For Adoption at Council

Minutes 403/11/2016 and 417/11/2016 refer.

Members noted that the Financial Risk Assessment for 2016/2017 was adopted by council at the Meeting held on 21st November 2016.

It was Proposed by Councillor Norton, Seconded by Councillor Titchener and

RECOMMENDED:

THAT the Financial Risk Assessment had been adopted by Council at their meeting on the 21st November 2016.

52. FINANCIAL RISK ASSESSMENT 2017/2018

The Responsible Finance Officer presented the Financial Risk Assessment for 2017/2018. Members reviewed and discussed and asked for the following changes to be made:

- Correct spelling “**NALC**”
- Under Election Costs to add “**Risk is higher in an election year, unbudgeted costs can also be incurred in a non-election year**”

It was Proposed by Councillor Norton, Seconded by Councillor Titchener and

RECOMMENDED:

THAT the subject to the above amendments that the Financial Risk Assessment for 2017/2018 be adopted.

53. THE TOWN COUNCIL RESERVES

The Town Clerk updated Members on the reserves and brought to their attention a discrepancy which had occurred a number of years ago. The Responsible Finance Officer was tasked with checking the Minutes.

54. ST MARY'S CHURCH LOAN

The Town Clerk updated Members.

55. THE REQUEST FOR A LOAN FROM THE CORN EXCHANGE

The Town Clerk reported that The Town Council does not have the powers to give a loan to the Corn Exchange. The Town Clerk will let them know by letter.

56. THE REGAL CENTRE – FIRE RISK ASSESSMENT

The Town Clerk updated Member on the recent Fire Risk Assessment.

57. FUTURE AGENDA ITEMS

CONFIDENTIAL MINUTES SEE PAGE 22