

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 29TH OCTOBER, 2019

Present: Councillors Miss L Willis (Chair) and, R Arthur, E Bell, Mrs J A Bell, Mrs G Bleasdale, S P Colborn, S Cudlip, Mrs S Forster, Ms R M Gratton, K Shaw, T Shepherd, B Taylor.

Apologies: Councillors Mrs B E Allen, Mrs K Brace, D Cummings, Mrs V Cummings, G N Hepworth, Mrs L Kennedy, D McKenna, Ms S Pratt.

Officers: Mrs D Rickaby (Town Clerk), Mrs J Knight (Finance Officer), Mr C Halliday (Minute Taker).

Prior to commencement of the meeting the Chair advised members of this Committee and members of the public that in line with the amendment to 'the public bodies (admission to meetings) act 1960', which came into force in August, 2014, parts of this meeting may be recorded by photographic, video and audio means.

F84/19 DISCLOSURE OF INTERESTS

Members were reminded prior to the start of the meeting of the need to disclose any interests, prejudicial or personal, in accordance with the Code of Conduct. Such interests must be submitted to the Town Clerk prior to the meeting.

F85/19 MINUTES OF THE LAST MEETING HELD ON 1ST OCTOBER, 2019

RECOMMENDED the Minutes of this meeting, a copy of which had been previously printed and circulated to each Member, be approved and signed as a correct record by the Chairman.

F86/19 PAYSHEET NUMBER 7 – OCTOBER 2019/20

a) Expenditure – October, 2019

RECOMMENDED:

- (i) that all payments in Paysheet Number 7 – 2019/20 be approved, it being noted that the direct debits, Bacs, Online and Debit Card payments including Imprest expenditure amount to £149,105.97 being the total sum authorised under this Paysheet;
- (ii) that the BACS authorisation sheet be signed by three Members and the credit transfers be actioned immediately; and
- (iii) there were no transactions made this month from the Clerks Imprest Account.

b) **Income – October, 2019**

RECOMMENDED the summary sheet showing the range of income received by the Council during the current month be accepted.

c) **Bank Balances – October, 2019**

RECOMMENDED the report of the Finance Officer a copy of which was circulated, be approved.

F87/19

AUDIT REPORTS

a) **Report of Internal Auditor – Hall Hire including Catering Arrangements**

RECOMMENDED that Members accept the report giving a substantial for the Hall Hire including Catering Arrangements Audit.

b) **Report of the Internal Auditor – Cemeteries Income**

RECOMMENDED that Members accept the report giving a full assurance for the Cemeteries Income Audit.

c) **Report of the Internal Auditor – Parks**

A Member queried why limited assurance had been given for this report. It was advised procedural issues were raised which are being addressed through the action plan which will be reported back to the auditor.

A Member queried if the items highlighted will have a financial impact on the Council. It was advised the issues raised were only procedural.

A Member felt the issues raised require a higher level of authority than which has been allocated and suggested the Deputy Town Clerk be heavily involved along with suitable supervision from the Town Clerk.

RECOMMENDED that Members accept the report giving a limited assurance for the Parks Audit.

F88/19

TOWN HALL BOOKINGS – 1ST APRIL TO 30TH SEPTEMBER

RECOMMENDED that Members note the information.

F89/19

SEAHAM MARKET ATTENDANCE – 1ST APRIL TO 30TH SEPTEMBER

RECOMMENDED that Members note the information.

F90/19

PRESS OPPORTUNITIES

RECOMMENDED that there are no press opportunities from this meeting.