

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 25 February 2019 at 7.30pm**

1 Present:

Mr I Mackie (Chairman)
Mr J Ward Mr J Emsell Miss S Lawn
Mr L Reeves Mr S Snelling

Apologies: Mr F Bowe

In attendance:

Dr T Foreman (Town Clerk)
Mrs J Fenn (Deputy Clerk and RFO)

No members of the public were present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None	

3 MINUTES

The minutes of the meeting held on 21 January 2019 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No public present.

5 FINANCE

A. Receipts and Payments 1/4/18 to 31/1/19

RESOLVED that the summary of receipts and payments for 1/4/18 to 31/1/19 be approved.

B. Summary of Cost Centres and Codes 1/4/18 to 31/1/19

RESOLVED that the summary of cost centres and codes for 1/4/18 to 31/1/19 be approved.

C. Capital Spending Summary Report

RESOLVED that the Capital Spending summary report be approved.

D. Events Summary Report

There was significant discussion regarding the level of information required for the Town Council events given the growth in publicity, income and expenditure. The Committee requested an additional payments list be issued for the events, along with an additional 'assets' line for items which are bought for all three events. In addition, other payments such as the newsletter should be shown separately.

RESOLVED that the Events summary of receipts and payments for 2018/19 be approved.

E. Variances 1/4/18 to 31/1/19

RESOLVED that the Variances for 1/4/18 to 31/1/19 be approved.

F. Annual Review of the Effectiveness of Internal Audit

RESOLVED that the process for Internal Audit of the Council's accounting records and systems of internal control be approved.

G. Annual Review of the Effectiveness of Internal Control

RESOLVED that the process for Internal Control of the Council's financial management be approved.

H. Annual Review of Risk Assessment

RESOLVED that the Council's Risk Assessment be approved.

I. Annual Review of Finance Regulations

RESOLVED that the National Association of Local Councils Financial Regulations governing the conduct of financial management by the Council be adopted.

J. Annual Review of Responsible Finance Officer Job Description

RESOLVED that the Job description for the Responsible Finance Officer and Deputy Clerk be approved.

6 SIGN DESIGNS

The Town Clerk tabled a design proposed to mark the twinning of the town with Saint Andrew, New Brunswick, Canada.

It was **RESOLVED** to approve the sign subject to minor changes.

7 ST WILLIAMS WAY LIBRARY GRANT FUNDING

The Town Clerk updated the Committee that £150 had been committed to the St Williams Way Library for a reading and theatre activity session. This has been approved by the Town Clerk and Town Mayor as it was an urgent request, and was therefore highlighted to the Committee as required by the finance regulations.

The Committee supported this decision and noted the verbal update.

8 UPDATE ON RIVER GREEN PROJECT

An update was provided on the progress of the River Green office conversion. The Committee enquired whether it would be ready for the new boat hire season. The Town Clerk explained the timescale has been agreed with the builder to ensure this happens. A lease is currently being drawn up by NpLaw for the office space. The Committee noted this report.

9 ASSET AUDIT SOFTWARE PROPOSAL

Members considered the information regarding the iAuditor audit software. The Committee requested some clarity on the technology, but subject to this being acceptable, there was recommendation to Town Council to approve the software.

10 EXCLUSION OF PRESS AND PUBLIC

It was

RESOLVED to exclude the press and the public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of personal details.

11 LIME TREE DAY NURSERY

The Town Clerk updated the Committee on a discussion with Lime Tree Nursery. The Nursery has offered to undertake cleaning up to three/four days a week as they are the sole user of the building. The Town Clerk explained he supported the proposal and suggested 30 minutes be allowed for this time each day without charge.

RESOLVED to approve this request.

FUTURE AGENDA ITEMS

Dementia Café, River Green Phone Box, Staffing update

The meeting closed at 9.15pm.

Signed:

Dated: