

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT WORKING GROUP** held at the Town Hall, Swanage on **MONDAY, 15th JANUARY 2007** at 9.30 a.m.

PRESENT:-

Councillor C.R. Bright
Councillor M.W. Pratt

Also in attendance:-

Mr. H. Lovegrove – Internal Auditor. (Until 10.30 a.m.)

In the absence of the Town Mayor, it was RESOLVED:-
That Councillor Pratt be appointed Chairman of the Meeting.

Councillor Pratt assumed the Chair.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillor Suttle (Town Mayor), and Councillors Mrs. Bartlett and Mrs. Turner.

2. **MINUTES**

The Minutes of the Meeting of the Finance and Performance Management Working Group held on 14th September 2006 were noted as approved.

3. **INTERIM INTERNAL AUDIT REPORTS**

At the invitation of the Chairman, Mr. H. Lovegrove presented the interim internal audit reports. He provided background information and explanations regarding the recommendations and conclusions, in respect of the following:-

- (a) Borrowing and Investments.
- (b) Information Centre – Miscellaneous Cash Income.
- (c) Information Centre – Rent Income.
- (d) Town Hall – Urgent Payments.
- (e) Orders.
- (f) Town Hall – Routine Payments.
- (g) Payroll.

The recommendations and audit conclusions were noted.

4. **2006/07 BEST VALUE PERFORMANCE PLAN INDICATORS**

The Clerk submitted a document showing the Best Value Performance Plan Indicators, amended in accordance with the recommendations of Minute No. 3 of the Meeting of the Finance and Performance Management Working Group held on 20th September 2006, updated to include information as at 31st December 2006.

Inconsistencies in the cumulative data previously submitted had now been addressed, and the information was noted.

5. **ACTION PLAN – MONITORING AND REVIEW**

The Clerk submitted a comprehensive “Action Plan”, detailing “Decisions/Recommendations” and “Action Taken”, for the period August to December 2006.

Members were appreciative of the information provided, which would be updated on a continuing basis.

7. **CONTRACTUAL MATTERS**

The Clerk updated those present on the following contractual matters:-

(a) **Bars and Catering Concession**

Following a recent meeting with the lessee, the Clerk updated those present on matters relating to the bars and catering concession. The position was noted.

(b) **Jurassic Coast Project**

The Clerk reported on a recent meeting held with Mr. C. Suttle (of Suttle’s Quarries) and his legal adviser regarding the Jurassic Coast Project. Heads of Terms would now be drawn up and details reported to a future meeting of the Council.

(c) **Internal Audit Services**

The Clerk reported that the internal audit services, currently provided by Purbeck District Council, would no longer be available to the Town Council with effect from 1st June 2007.

The current internal audit arrangements had been approved by the Audit Commission, and had proved very satisfactory. The internal auditor had an extensive knowledge of the Town Council’s activities and systems, and it was hoped that his services could be retained.

An “Audit Protocol” was currently being prepared by Purbeck District Council for approval by the Audit Commission, and this may include provision for “contracting in” services through Dorset County Council.

8. **VEHICLES AND PLANT**

In the absence of the Operations Manager, the Clerk reported that information was currently being researched regarding the purchase or leasing of vehicles.

It was AGREED:-

That the matter be deferred for consideration at a future meeting of the Council.

The Meeting concluded at 11.20 a.m.
