

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT WORKING GROUP** held at the Town Hall, Swanage on **MONDAY, 5th MARCH 2007** at 9.30 a.m.

PRESENT:-

Councillor Mrs. C.A. Bartlett
Councillor C.R. Bright
Councillor Mrs. A. Turner

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 Bright be appointed Chairman of the Meeting.

Councillor Bright assumed the Chair.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillor Suttle (Town Mayor), and Councillor Pratt (Deputy Town Mayor).

2. **MINUTES**

The Minutes of the Meeting of the Finance and Performance Management Working Group held on 15th January 2007 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) Petty Cash and Change Floats.
- (b) Holiday Park – Employees.
- (c) Holiday Park – Caravan Insurance.
- (d) Holiday Park – Site Fees and Rates.
- (e) Holiday Park – Caravan Lettings.
- (f) Holiday Park – Recharges.
- (g) Holiday Park – Caravan Sales.
- (h) Depot – Stocks and Stores.

The recommendations and audit conclusions were noted.

4. **MONITORING AND REVIEW OF DECISIONS**

The Clerk submitted a comprehensive schedule of outstanding/ongoing matters that had been raised during the period August 2006 to February 2007. The schedule identified 172 “Action Points” (some of which had been completed), and detailed consideration was given to each item, with a view to prioritising the workload.

5. **BAY VIEW HOLIDAY PARK**

The Clerk updated those present on matters relating to the suspension of the Options Appraisal at the Holiday Park, and it was AGREED:-

That an urgent matter be convened in order to progress the matter.

6. **CONTRACTUAL MATTERS**

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

(a) **Bars and Catering Concession**

Before consideration of this item, Councillor Mrs. Bartlett declared a personal interest under the Model Code of Conduct by reason of being a former employee of the concessionaire, but as her interest was non-prejudicial, remained in the Meeting during the debate.

The Clerk updated those present on matters relating to the bars and catering concession, and the position was noted.

(b) **Internal Audit Services**

There were no further matters to report regarding the "Audit Protocol" that was being prepared by Dorset County Council for approval by the Audit Commission at the present time.

7. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Committee be held on Wednesday, 11th April 2007 at 9.30 a.m.

The Meeting concluded at 11.20 a.m.
