

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**
held at the Town Hall, Swanage on **MONDAY, 21st APRIL 2008** at 9.30 a.m.

PRESENT:- Councillor G.M. Suttle (Town Mayor) – Chairman.
(until 10.55 a.m.)
Councillor C.R. Bright (until 10.55 a.m.)
Councillor L. Gloyn-Cox
Councillor M.W. Pratt

Also in attendance:- Councillor M. Whitwam
Mr. H. Lovegrove – Internal Auditor
(from 10.55 a.m.)

Public Participation Time

There were no members of the public present at the meeting.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Hadley and Mrs. Patrick.

2. **ANNUAL AUDIT LETTER AND ANNUAL GOVERNANCE REPORT 2006/07**

The Draft Annual Audit Letter and Governance Report 2006/07 was submitted for consideration.

Before consideration of the document, the Clerk updated Members on a recent meeting held with the District Auditor and the Mayor, Deputy Mayor and himself regarding the legal challenge and other outstanding issues.

A lengthy and detailed discussion then ensued, during which some inaccuracies were identified within the Report. Particular concern was expressed regarding paragraph 25.

The Report included a summary of “Key Recommendations” in the form of an Action Plan, and Members gave detailed consideration to prioritising the issues raised and the formulation of a response.

3. **MONITORING REPORT OF OUTSTANDING ISSUES**

The Clerk submitted a comprehensive schedule of outstanding/ongoing matters that had been raised during the period August 2006 to March 2008. The schedule identified 398 “Action Points” (some of which had been completed).

In accepting the Report, Members felt that prioritising the outstanding issues would be beneficial, but acknowledged that this would add to the workload of the Town Hall administration staff.

4. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Pratt, and RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 67, it is envisaged that in view of the confidential nature of the business to be

transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

5. **CONTRACTS AND LEGAL ISSUES**

(a) **Accountancy Services**

Further to Minute No. 4 of the Finance and Performance Management Meeting held on 10th March 2008, the Clerk updated Members on matters relating to the provision of accountancy services.

Negotiations were continuing with Poole Borough Council regarding the provision of a consultancy service, and the re-appointment of the Council's CIPFA qualified accountant (on a temporary basis) was confirmed.

(b) **Security Services**

Further to Minute No. 136. 2) of the Special Meeting of the Council held on 1st February 2008, the Clerk reported that, having undertaken a risk assessment and cost benefit analysis, it was not considered to be viable for the Council to undertake the cash collection service through its own resources.

The agency agreement for the provision of this service had been re-instated.

The Town Mayor and Councillor Bright left the Meeting at 10.55 a.m.

Councillor Pratt assumed the Chair.

Mr. Henry Lovegrove (Internal Auditor) joined the Meeting at 10.55 a.m.

6. **INTERNAL AUDIT REPORTS**

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

- a) Sundry Debtors.
- b) Caravan Insurance.
- c) Cash Income – Bay View Holiday Park.
- d) Boat Park.
- e) Beach Gardens.
- f) Cemeteries.
- g) Borrowing and Investment.
- h) Risk Management.
- i) Budgetary Control.

The Reports were noted with satisfaction, the audit objectives having been substantially met.

The meeting concluded at 11.05 a.m.