

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 2<sup>nd</sup> MARCH 2009** at 9.30 a.m.

PRESENT:- Councillor M.W. Pratt (Town Mayor) – Chairman.

Councillor L. Gloyn-Cox  
Councillor S. Poultney  
Councillor G.M. Suttle  
Councillor W.S. Trite

Also in attendance:-

Mr. H. Lovegrove                      Internal Auditor

**Public Participation Time**

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

1. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Mrs. Patrick.

2. **INTERNAL AUDIT REPORTS 2008/09**

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

- a) Allotment Income.
- b) Beach Gardens.
- c) Boat Park.
- d) Car Parks Income.
- e) Miscellaneous Income and Bank Reconciliation.
- f) Cemeteries.
- g) Sundry Debtors.
- h) Periodical Receipts.
- i) Lease and Concessions Income.
- j) Market Income.
- k) Orders.
- l) Urgent Payments.
- m) Payroll.
- n) Petty Cash.
- o) Borrowing and Investment.
- p) Holiday Park - Caravan Insurance.
- q) Holiday Park - Caravan Lettings.
- r) Holiday Park – Cash Income (excluding gas).
- s) Holiday Park – Recharges.
- t) Holiday Park – Bar and Catering Sales and Hall Hire.
- u) Tourist Information Centre – Miscellaneous Cash Income.
- v) Tourist Information Centre – Rent Income.
- w) Depot – Stocks and Stores.

Members noted that the audit objectives had been substantially met, although some recommendations had not yet been implemented.

During the ensuing discussion, it was suggested that information regarding leases i.e. terms and conditions, expiry dates etc. be compiled and monitored in order that negotiations relating to lease renewals could be instigated well in advance (approx. nine months) of the expiry date.

It was agreed that this information should be incorporated within the Council's Asset Register, and that "Asset Management" be put as an Agenda item for consideration at a future meeting.

Some concerns were expressed regarding financial disciplines in certain areas of the Council's activities and some previous internal audit recommendations that had not yet been actioned.

After further discussion, it was proposed by Councillor Suttle, seconded by Councillor Gloyn-Cox, and RESOLVED UNANIMOUSLY:-

That an update on the implementation of the recommendations contained in the Internal Audit Reports be given at the meeting of the Finance and Performance Management Committee to be held in September 2009.

3. **FORMAT OF TOWN COUNCIL'S MANAGEMENT ACCOUNTS**

Consideration was again given to the requirement for a revised format of the Council's Management Accounts.

Following discussion, it was AGREED:-

That Councillor Suttle liaise with the Town Clerk regarding a revised format of the Council's Management Accounts in order to progress the matter.

4. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

(a) **Boat Park**

Before consideration of this item, Councillors Poultney and Suttle declared their personal interest under the Model Code of Conduct by reason of business associations with interested parties. As these interests were prejudicial, they left the Meeting during the debate.

The Clerk reported on expressions of interest received for the future lease option of the Boat Park. It was AGREED:-

That a Working Group be formed, consisting of the Mayor, Deputy Mayor and Councillor Gloyn-Cox (Chairman of the Operations Committee) to consider the expressions of interest and business plans submitted. The recommendations of the Working Group to be submitted to a future meeting of the Council.

5. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance and Performance Management Committee be held on Monday, 6<sup>th</sup> April 2009 at 9.30 a.m.

The meeting concluded at 11.15 a.m.