

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 3<sup>rd</sup> AUGUST 2009** at 9.30 a.m.

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

Councillor L. Gloyn-Cox  
Councillor S. Poultney  
Councillor W.S. Trite

Also in attendance:- Mr. H. Lovegrove (Internal Auditor)  
Councillor C.R. Bright

**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 Mrs. Patrick and Suttle.

2. **INTERNAL AUDIT ANNUAL REPORT 2008/09**

Mr. Henry Lovegrove, the Council's internal auditor, presented the Internal Audit Annual Report for 2008/09 (copies having been circulated to all Members).

The Audit Opinion did not identify any significant control weaknesses for inclusion in the Annual Governance Statement, and the results of the reviews completed during the year had resulted in an overall opinion that:

- Key central systems and internal control arrangements continued to be effective.
- Agreed policies, regulations and Standing Orders were complied with.
- Managers were aware of the importance of maintaining internal controls and accepted recommendations made by Internal Audit to improve internal controls.
- Adequate arrangements were in place to deter and detect fraud.

Some concerns had been raised regarding accountability and accuracy at the Holiday Park, although a marked improvement had been noted following the employment of a new General Manager.

Discussion ensued, during which a question was raised regarding the monitoring of information available from the car park ticket machines, and it was AGREED:-

That Councillor Poultney (Chairman of the Transport Committee), the Operations Manager and the Internal Auditor discuss the matter prior to the next meeting of the Transport Committee.

It was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED:-

That the Internal Audit Annual Reports 2008/09 be accepted and approved.

Mr. H. Lovegrove left the Meeting at 9.50 a.m.

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

A revised format of the Council's Management Accounts was presented for information, together with a Summary of Variances and Schedules of Accruals and Prepayments and Debtors and Creditors.

The Town Mayor expressed his appreciation of the sterling work undertaken by Miss Alison Spencer in preparing the revised format of the accounts.

During the ensuing discussion, a question was raised regarding the identification of income received from the overflow car parking in King George's Field and the allocation of this income. It was reported that a great deal of positive feedback had been received following the recent installation of additional equipment in the children's play area in King George's Field. However, it was felt that the playground was still generally under-used, and it was AGREED:-

That appropriate signs indicating this facility be erected.

It was noted that a general signage scheme had been prepared some time ago, and it was AGREED:-

That further consideration be given to this matter.

4. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance & Performance Management Committee be held on Monday, 14<sup>th</sup> September 2009 at 9.30 a.m.

The meeting concluded at 10.20 a.m.

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