

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 9th NOVEMBER 2009** at 9.30 a.m.

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

Councillor L. Gloyn-Cox
Councillor Mrs. A. Patrick
Councillor S. Poultney
Councillor G.M. Suttle (from 10.15 a.m.)
Councillor W.S. Trite (from 9.35 a.m.)

Also in attendance:- Mr. H. Lovegrove (Internal Auditor)

Public Participation Time

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

1. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

Councillor Trite joined the Meeting at 9.35 a.m.

2. **INTERNAL AUDIT 2008/09 AND 2009/10**

Further to Minute No. 2 of the Finance and Performance Management Committee meeting held on 3rd August 2009, Mr. Henry Lovegrove, the Council's internal auditor, presented a Report on the implementation of the 2008/09 internal audit recommendations.

The Report identified 43 recommendations made during 2008/09, of which 23 had been implemented. 8 had not been implemented (2 were outside the Council's control), 7 had been partly implemented and 5 were recent recommendations (too early to expect implementation). In view of the pressures being experienced by the Council, the conclusions of the Report were considered to be satisfactory.

Mr. Lovegrove then presented internal audit reports for 2009/10, and provided background information and explanations regarding the recommendations and conclusions in respect of the following:-

- (a) Beach Gardens.
- (b) Boat Park.
- (c) Car Parks Income.
- (d) Orders.
- (e) Routine Payments.
- (f) Urgent Payments.
- (g) Miscellaneous Cash Income.
- (h) Rent Income.
- (i) Stocks and Stores.

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

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 Bank Statement as at 30th September 2009.

During the ensuing discussion, Members enquired as to the accounting process regarding the expenses incurred in the disposal of the Caravan Park, and were informed that this matter had not yet been determined.

Councillor Suttle joined the Meeting at 10.15 a.m.

4. **DISTRICT AUDIT ACTION PLAN**

Further to Minute No. 3 of the Finance and Performance Management Committee Meeting held on 27th May 2009, consideration was given to the District Audit Action Plan.

Arising from Recommendation No. 5, the need to determine a sustainable financial strategy as part of the consideration of the Annual Estimates and budget setting process was acknowledged.

5. **USE OF RESOURCES – ASSESSMENT CRITERIA**

The Clerk reported on a recent meeting with Mrs. Samantha Harding, District Audit Manager, at which the changes to the assessment criteria used to determine the arrangements securing value for money (VFM) had been discussed.

Consideration was given to the draft responses to the "Key Line of Enquiry".

It was proposed by Councillor Mrs. Patrick, seconded by the Town Mayor, and RESOLVED:-

That the District Auditor (Mr. Simon Garlick) be invited to address the Council and provide further information regarding future implications and possible achievements attainable by the Town Council.

6. **CORPORATE PERFORMANCE PLAN 2009/10**

The Clerk reported that, although the Town Council no longer had a legal obligation to produce a Corporate Performance Plan, the 2008/09 document had set out the major priorities and criteria of the Council.

It was considered to be a prime document, and the Clerk highlighted the urgent need for the Budget Review Working Group to determine future policies/strategies for incorporation into a revised document.

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

- (a) Priority Action Plan – Monitoring Report.
- (b) Scrutiny and Review of Policy Decisions.
- (c) Asset Management Plan.
- (d) Review of Capital Programme.

8. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance & Performance Management Committee be held on Monday, 11th January 2010 at 9.30 a.m.

The meeting concluded at 10.40 a.m.