

Minutes of the Special Meeting of the Swanage Town Council
held to discuss **POLICY** matters at the Town Hall, Swanage on
FRIDAY, 25th JUNE 2010 at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite (Town Mayor) – Chairman

Councillor C.R. Bright
Councillor L. Gloyn-Cox
Councillor Mrs. G.A. Marsh
Councillor Mrs. A. Patrick
Councillor S. Poultney
Councillor M.W. Pratt
Councillor G.M. Suttle
Councillor M. Whitwam

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 Audley, Hadley and Wiggins.

2. **ANNUAL REPORT 2009/10**

The Acting Town Clerk introduced the Annual Report, and explained that this
was a new requirement under the accounting procedures, although it was not
mandatory for the Audit Commission.

Following discussion, during which Members expressed their appreciation of
the concise and informative nature of the document, it was proposed by Councillor
Mrs. Marsh, seconded by Councillor Mrs. Patrick, and **RESOLVED**
UNANIMOUSLY:-

That the Annual Report 2009/10 be formally
approved and adopted.

The Town Mayor signed the Annual Report 2009/10.

3. **STATEMENT OF ACCOUNTS 2009/10**

The Acting Town Clerk presented the Statement of Accounts for 2009/10,
which incorporated the Statement of Responsibilities of the Town Council and the
Town Clerk.

He gave a brief summary of the Council's overall financial position, and
highlighted the receipt of the significant capital sum from the disposal of the Holiday
Park. This sum had been invested in the short term with Lloyds TSB, in line with
current government investment guidelines, Guidance on Local Government
Investments, which emphasised security and liquidity above yield. The Council had
also repaid the remaining £300,000 of unsanctioned temporary borrowing incurred in
the 1990's, which under agreement with the District Auditor had been repaid from the
capital receipt derived from the disposal of the Holiday Park.

It was proposed by Councillor Pratt, seconded by Councillor Poultney, and
RESOLVED UNANIMOUSLY:-

That the Statement of Accounts 2009/10 be formally approved and adopted.

The Acting Town Clerk and Responsible Finance Officer signed the Statement of Responsibilities.

4. **ANNUAL GOVERNANCE STATEMENT 2009/10**

Consideration was given to the Draft Annual Governance Statement 2009/10 for inclusion in the Annual Statement of Accounts 2009/10.

The Acting Town Clerk gave a brief summary of the contents of the document, and explained the purpose of the Statement of Internal Control (designed to manage risk to a reasonable level), and the Statements of Assurance (in line with the requirements set out in “Governance and Accountability for Local Councils”).

It was proposed by Councillor Whitwam, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement be approved for inclusion in the Annual Statement of Accounts.

The Acting Town Clerk and Responsible Finance Officer, and the Town Mayor signed the Annual Governance Statement.

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

(a) **Cash Flow Statement and Bank Reconciliation**

The Cash Flow Statement and Bank Reconciliation as at 31st March 2010 were presented for information, and the position was noted.

(b) **Management Accounts 2009/10**

The Management Accounts for the year ended 31st March 2010 were presented for information.

Before the conclusion of the Meeting, the Town Mayor wished to re-iterate his appreciation of the sterling work afforded by the Council’s officers in preparing the Accounts and associated papers in such a concise and explicit format within the required timescale. His comments were fully endorsed by the other Members present.

The meeting concluded at 9.55 a.m.