

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 13<sup>th</sup> FEBRUARY 2012** at 9.30 a.m.

PRESENT:- Councillor W.S. Trite (Town Mayor) – Chairman.

Councillor S. Poultney  
Councillor M.W. Pratt  
Councillor M. Whitwam

**Public Participation Time**

No members of the public were present at the meeting.

1. **APOLOGIES**

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

2. **BUDGET REPORTS**

(a) **Income and Expenditure Report**

Consideration was given to a detailed report setting out the principal sources of the Town Council's income and expenditure.

Overall the financial position at the end of the 3<sup>rd</sup> quarter 2011/12 showed a net surplus of £544,037 against a budget of £337,421, a positive variance of £206,616. It was anticipated that some of the larger repairs and maintenance works within the budget provision would be carried out before the end of the financial year, and this would reflect in a projected surplus for the full year of £348,726. The main contributors to the positive variance of £90,221 were employee costs which would continue to be carefully monitored and controlled, and savings that had been met from insurance and audit fees. During the ensuing discussion, the potential savings that could be achieved through the increased use of the RinGo services in the Council's car parks were again highlighted (See Minute No. 2 (c) of the F & P M Committee held on 14<sup>th</sup> December 2011). It was noted that a procurement process for the provision of these services was currently being investigated, and a report would be prepared for submission to a future meeting of the Committee. Members noted the Council's overall financial position, with approval.

(b) **Capital Programme**

Consideration was given to the 3<sup>rd</sup> Quarter Monitoring Report of the Capital Programme 2011/12.

It was noted that re-surfacing works at the Boat Park had been completed, and that re-roofing works to the Town Hall building were scheduled to recommence later in the month.

The Monitoring Report of the Capital Programme 2011/12 was noted.

3. **TREASURY MANAGEMENT REPORT**

The 3<sup>rd</sup> Quarter Treasury Management Report 2011/12, detailing the Council's treasury activity to 31<sup>st</sup> December 2011, was submitted for information.

During the ensuing discussion, Members acknowledged that a prudent approach continued to be taken in relation to investment activity with priority being given to security and liquidity over yield, and considered that a satisfactory performance had been achieved in the difficult financial climate.

The Treasury Management Report was noted.

4. **REVIEW OF CORPORATE RISK REGISTER 2011/12**

Consideration was given to the Council's Corporate Risk Register, which had been updated for 2011/12.

The register summarised the most significant risks faced by the Council in relation to achieving its objectives and priorities, and set out the control procedures in place to mitigate the risks.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY:-**

That the revised Corporate Risk Register 2011/12 be accepted.

It was **FURTHER RESOLVED:-**

That the Town Council should ensure that the Town Clerk has the necessary support to fulfil the actions set out in the Corporate Risk Register.

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

There were no matters to report at the present time.

6. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Finance and Performance Management Committee would be held on Monday, 23<sup>rd</sup> April 2012 at 9.30 a.m.

7. **INTERNAL AUDIT**

(a) **Review of Internal Audit**

A letter dated 18<sup>th</sup> January 2012 was submitted from Mr. Henry Lovegrove, the Council's Internal Auditor, outlining a strategic audit plan and including an estimate for the provision of these services for 2012/13. He anticipated that, since the disposal of the Holiday Park, and the adherence to internal controls and audit recommendations, less work would be required in 2012/13, and this was reflected in his estimate for the provision of the internal audit services.

The Town Clerk explained that the review of internal audit was no longer a statutory requirement, but was considered to be 'best practice'. Although the audit plan was reviewed annually by himself and the internal auditor, it was important that Councillors also contributed to the process.

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

That the internal audit plan 2012/13 be approved.

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

That, under Standing Orders Nos. 67 and 68, by

reason 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 matter.

(b) **Appointment of Internal Auditor 2012/13**

Further to Minute No. 7 (a) above, consideration was given to the appointment of the Council's Internal Auditor 2012/13.

Following scrutiny of Mr. Lovegrove's audit plan and terms of engagement, it was proposed by Councillor Pratt, seconded by Councillor Poultney, and  
**RESOLVED UNANIMOUSLY:-**

That Mr. Henry Lovegrove be appointed as the  
Town Council's Internal Auditor for the year  
2012/13.

The meeting concluded at 10.20 a.m.

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