

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 25<sup>th</sup> JULY 2011** at 9.30 a.m.

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

Councillor Mrs A. Patrick  
Councillor S. Poultney  
Councillor M.W. Pratt  
Councillor M. Whitwam

Also in attendance:-

Councillor M. Bonfield

**Public Participation Time**

There was one member of the public present at the meeting.

1. **APOLOGIES**

There were no apologies for inability to attend the Meeting.

2. **COMMITTEE MEMBERSHIP**

In response to a request received from Councillor Suttle, it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That Councillor Suttle be appointed to serve on the Finance and Performance Management Committee.

3. **INTERNAL AUDIT REPORT 2010/11**

In the absence of the Council's Internal Auditor, consideration was given to the annual internal audit report for 2010/11, prepared by Mr. Henry Lovegrove. The document provided background information and explanations regarding the recommendations and conclusions in respect of all of the Council's services, in accordance with the internal audit's objective to provide an appraisal function for the review of the Council's internal control system.

Arising from the above, Members were pleased to note that no significant control weaknesses had been identified and that the audit objectives had been fully, or substantially met.

The results of the reviews completed during the year had resulted in an overall opinion that 'based on the internal audit reviews completed in respect of 2010/11, in accordance with the annual audit plan, the Town Council's central systems and internal control arrangements continue to be effective'.

Finally, the annual audit had not identified any significant control weaknesses for inclusion in the Annual Governance Statement.

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

That the Internal Audit Annual Report 2010/11 and the recommendations contained therein be accepted and approved.

4. **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 position was very favourable for the 1<sup>st</sup> quarter of the 2011/12 financial year, there being a surplus of £183,432. This was £35,684 greater than budgeted for the period – the main contributing factor being a reduction in central administrative costs for the period. Members were pleased to note that positive variances had been seen during the quarter in the majority of service areas.

During the ensuing discussion, it was noted that consideration was to be given to the short-term investment of monies currently held in the Town Council's Deposit Account with Lloyds TSB in order to maximise the interest potential.

In accepting the report, Members wished to record their appreciation of the work undertaken by Ms. Alison Spencer in preparing the report.

(b) **Capital Programme 2011/12**

Consideration was given to the Monitoring Report of the Capital Programme 2011/12.

It was reported that the most significant items on the capital programme had been reviewed at the meeting of the General Operations Committee held on 6<sup>th</sup> July 2011, and the recommendations from the Committee would be considered at the next meeting of the Council to be held on 1<sup>st</sup> August 2011.

The report was considered and noted.

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

It was reported that a total of five car parking meters in Broad Road and Main Beach car parks had been broken into on Sunday, 24<sup>th</sup> July 2011 and some cash stolen. The incident had been reported to the police and the Town Council's insurers.

6. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Finance and Performance Management Committee would be held on Monday, 24<sup>th</sup> October 2011 at 9.30 a.m.

The meeting concluded at 10.00 a.m.

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