

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **THURSDAY, 28<sup>th</sup> MARCH 2013** 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**

No members of the public were present at the meeting.

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Brown.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **INTERIM INTERNAL AUDIT REPORTS 2012/13**

The Town Clerk presented internal audit reports on the following services prepared by Mr. H. Lovegrove, the Council's Internal Auditor.

- (a) Budgetary Control.
- (b) Stocks and Stores.
- (c) Lease and Concessions Income.
- (d) Treasury Management.

Arising from the above, Members endorsed the remarks in the client response column. They were pleased to note that no significant control weaknesses had been identified, and that the audit objectives had been fully or substantially met.

4. **INVESTMENTS**

Following a meeting with representatives from Arlingclose, the Council's Treasury Management Advisers, the Clerk updated those present on the current investments, and possible future opportunities for investment in order to diversify the Council's portfolio.

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

There were no additional matters to report at the present time.

6. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, 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 matters.

7. **REVIEW OF CORPORATE RISK REGISTER**

Consideration was given to the Council's Corporate Risk Register, which had been updated. 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 Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the revised Corporate Risk Register be accepted.

It was FURTHER RESOLVED:-

That the Corporate Risk Register be reviewed within a six months timescale.

8. **INTERNAL AUDIT**

(a) **Review of Internal Audit**

A letter dated 5<sup>th</sup> February 2013 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 2013/14.

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 the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the internal audit plan 2013/14 be approved.

(b) **Appointment of Internal Auditor 2013/14**

Further to Minute No. 8 (a) above, consideration was given to the appointment of the Council's Internal Auditor 2013/14.

Following scrutiny of Mr. Lovegrove's audit plan and terms of engagement, it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That Mr. Henry Lovegrove be appointed as the Town Council's Internal Auditor for the year 2013/14, subject to clarification of the basis of calculation of the annual charge.

Arising from the above, it was noted that Mr. Lovegrove had indicated his intention to retire at the end of June 2014, and Members acknowledged that a procurement exercise should be undertaken prior to the award of a contract for internal audit services for future years.

9. **REVIEW OF COUNCIL PRIORITY PROJECTS**

Further to Minute No. 8 of the Finance and Performance Management Committee meeting held on 14<sup>th</sup> January 2013, an updated schedule of Council Priority Projects was submitted, for information.

Arising from the Report, a question was posed regarding the Deed of Release in respect of the Lower Grammar School Field. It was explained that an easement was necessary to allow vehicular access to the area for future maintenance etc.

Concerns were also raised regarding the future provision of waste collection services in the town, and questions were posed regarding the cost of the current contract for the provision of this service that had been negotiated by Purbeck District Council and the contractor.

10. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Finance and Performance Management Committee would be held on 15th July 2013.

The meeting concluded at 10.25 a.m.

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