

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 6TH
JANUARY 2014

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 6TH JANUARY 2014

PRESENT: COUN D MILSOM (CHAIR)

Mesdames:- L Wood, C Baty, M J Thompson,
M Milsom, K Liddell & S Simpson

Messrs:- C Watkins, C J Metcalfe, C Robbins, W M Jeffrey, J
Alvey, D Sillito & S Miles

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE
WITH THE CODE OF CONDUCT.**

98. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Miss
V Watson, A Watson, (ill), R Kyle, (ill), R Curtis (ill), L Cook, (ill) &
G Cowie, (ill).

99. THE MINUTES OF THE LAST MEETING a copy of which had
been circulated to each Member, were agreed.

100. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING
OF THE 19TH DECEMBER 2013 a copy of which had been
circulated, was accepted.

101. INTERNAL AUDIT

(i) Terms of Reference for the Review of Systems in Place for Shotton Hall Banqueting Suites

The Terms of Reference for the review of the systems in place for Shotton Hall Banqueting Suites to be carried out by the Internal Auditor were circulated and accepted.

RECOMMENDED the information given be noted.

(ii) Corporate Governance Arrangements

The Town Clerk advised that she had supported the Auditor in devising actions to tackle corporate governance issues in line with the recommendations made by the external auditors previously she had been in touch with the Town Councils Insurers to obtain a cost for them to provide support with Internal Risk Management Training for Members and Officers, as detailed in the next agenda item. Members were concerned that only moderate assurance had been achieved and there were several issues raised in the report that had been discussed in relation to the current structure review taking place and the need for a Corporate Plan, publishing a newsletter, policies etc. These gaps were acknowledged and would be addressed as part of the work undertaken in producing the Corporate Plan, Financial Plan, and the Structure Review.

RECOMMENDED the contents of the report be accepted, and all of the actions required within the Auditor's report, be addressed as appropriate.

(iii) Banqueting Suites

The report prepared giving full assurance and no points to action was considered.

RECOMMENDED the report be accepted.

102. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO

THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1960
& THE LOCAL GOVERNMENT (ACCESS TO INFORMATION)
ACT 1985.

103. STRATEGIC RISK MANAGEMENT SUPPORT

Following the internal audit report Members were circulated with a copy of the cost proposal from Zurich Municipal for risk management support and training. The Town Clerk advised that she had sought external support for training due to the time and capacity that would be required to develop appropriate up to date risk management documentation and forms that would be necessary for training.

RECOMMENDED this matter be considered further at the Council Meeting.

104. STOCK REPORTS PERIODS ENDING 19TH NOVEMBER 2013

- (A) Shotton Hall
- (B) The Pavilion

Consideration was given to the stock reports for the above period for all of the Town Councils licensed premises. There was a query on the cost of line cleaning and it was asked if this could be explained to the Member after the meeting by the appropriate Manager and this was agreed.

RECOMMENDED that the reports be accepted and the information as requested be supplied to the member in question.