

## MARLBOROUGH TOWN COUNCIL

### FINANCE AND POLICY

Minutes of the meeting of the **Finance and Policy Committee** held on the 20<sup>th</sup> April, 2009 in the **Council Chamber, Town Hall, Marlborough at 8.00 pm**

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<b>PRESENT</b>	Councillor A. Ross Councillor Mrs P. Dow Councillor A Kirk Wilson Councillor R. Pitts	Chairman Town Mayor
<b>ALSO PRESENT</b>	Mrs Sue Fry  Mr. N. Kerton Councillor B. Castle Councillor Mrs E.M. Hannaford-Dobson Councillor S. Dobson Councillor S. Radnedge Councillor G. Francis Councillor Mrs M. Rose Plus 1 member of the public	Office Manager  Wilts Gazette and Herald Observing Observing Observing Observing Observing Observing

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**NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972**

**593/08 APOLOGIES**

Apologies for absence were received from Councillors N. Fogg, G Loosmore and A. Sycamore.

**594/08 DECLARATION(S) OF INTEREST**

There were no Declarations of Interest.

**595/08 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that on Friday 17<sup>th</sup> April the Councils annual accounts were completed and the accounting annual return prepared. Since this is a mere 17 days from the council year end I believe that this is a very creditable effort that reflects well on our accounting staff and the reliability of the accounting system.

More pleasing is that the surplus we were seeking has been achieved with an addition to our reserves of £132,742.00. The accounts will be presented to the next Finance and Policy committee where the movements on reserves will be agreed.

The Committee asked that a vote of thanks to the staff for all their hard work be recorded.

**596/08 GRANTS – LETTER OF THANKS**

The Committee received notification of letters of thanks that had been received from organisations for grants received.

**597/08 INTERIM AUDIT REPORT**

The Committee received the Second Interim Audit Report. After discussion it was agreed unanimously that no further action need to be taken.

**598/08 PROVISION OF HARDWARE FOR CLERK'S OFFICE.**

Councillor Pitts reported that two quotations have been received for the hardware and that we awaiting a third.

After discussion it was –

Proposed by Councillor A. Kirk Wilson, seconded by Councillor A Ross and –

**RECOMMENDED:** unanimously that as soon as the third quotation has been received we should move forward with this item.

**599/08 STAFFING COMMITTEE MEETINGS**

The Committee considered a proposal from the Chairman that Staffing Committee meetings should be held monthly.

It was agreed that our present schedule of meetings mean that some issues are waiting to long to be addressed and that the schedule should be reviewed.

Proposed by Councillor A. Ross, seconded by Councillor R. Pitts and –

**RECOMMENDED:** unanimously that we review our current schedule of meetings.

**600/09 DISCIPLINARY PROCEDURE**

The Committee considered if our Disciplinary Procedure as laid down by the Full Town Council is incompatible with the 1972 Local Government Act, Section 14. This issue was previously raised by Councillor S. Dobson.

After discussion it was –

Proposed by Councillor R. Pitts, seconded by Councillor A. Kirk Wilson and –

**RECOMMENDED:** unanimously that we draw the relevant documents together, then circulate them to the committee and any councillors who wish to have them. Any comments received will be collated and along with the relevant documents legal advice will then be sought.

**601/08**

**NAMED VOTE**

The Committee received a proposal from Councillor Pitts for an adjustment to the main vote process.

After discussion it was –

Proposed by Councillor R. Pitts, seconded by Councillor Mrs P. Dow and –

**RECOMMENDED:** unanimously that we review our Standing Orders for this proposal to be implemented.

**PART 2**

Proposed by Councillor A. Ross, seconded by Councillor R. Pitts and –

**RESOLVED:** unanimously that the public and press be asked to leave the meeting due to the fact that matters of a legal and confidential nature were to be discussed.

**602/08**

**INTERNAL AUDITOR**

The Committee discussed the current arrangements and contractual agreement with the Councils' present Internal Auditor.

After discussion it was –

Proposed by Councillor A. Kirk Wilson, seconded by Councillor R. Pitts and –

**RECOMMENDED:** unanimously that we write to our Internal Auditor expressing the Councils dismay that over the past three years their rolling work programme appeared not to have covered all Council recoverables and that the next Finance and Policy Committee after the conclusion of the current year audit be tasked with arranging a meeting with the Auditor to access their future role.

DRAFT