

Kingsbridge Town Council

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD AT 6.30 P.M. ON TUESDAY 25 JULY 2017 IN QUAY HOUSE

Present: Cllr Anne Balkwill (Chairman)
Cllr David Baisie
Cllr Martina Edmonds
Cllr Irene Jeeninga
Cllr Chris Povey

In Attendance: Martin Johnson (Town Clerk)

17/01 ELECTION OF CHAIRMAN

Cllr Balkwill was elected as the Chairman of the Finance Committee for mayoral year 2017/18.

17/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mike Jennings and Jim Romanos.

Public Open Forum

There were no members of public present.

17/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/04 MINUTES OF THE LAST MEETING

Members received the minutes of the last meeting held on 18 April 2017 which were approved as a correct record.

17/05 AUDIT

Members received the Internal Auditor's report and observations (IAC Audit & Consultancy Ltd dated 19 June 2017) for financial year 2016/17. Members noted that administrative observations had been actioned however, comments regarding investments in the CCLA Property Fund and Public Sector Deposit Fund (agenda item 17/09.3 below) and Quay House tenancy arrangements required Members' agreement. After discussion, it was **RECOMMENDED** to review the tenancy arrangements for Quay House as and when new tenants came onboard.

17/06 POLICIES

Members received the Investment Strategy, Risk Assessment Management and Statement of Internal Control (and Procedures for Testing & Implementation) and reviewed the same. It was **RECOMMENDED** to revise the finance policies with one amendment that new back-up arrangements should be adopted for Scribe 2000 software.

17/07 BANK RECONCILIATIONS

Members received recent bank reconciliations for the Barclays' business current and premium accounts and reviewed the same. It was **RECOMMENDED** to note the bank reconciliations for the bank statements dated 7 July 2017.

17/08 QUARTERLY REPORT

Members received the income and expenditure report for the 1st quarter of financial year 2017/18 ending 30 June 2017 alongside explanatory comments for any significant variance in over spend/under spend from the estimated budget. Chiefly, a current over spend at £5,730 for Quay House maintenance (cost code 52) was acknowledged. It was **RECOMMENDED** to note the 1st quarter income and expenditure report for financial year 2017/18.

17/09 RESERVES & TIME DEPOSITS

17/09.1 Members received a summary of Capital, Revenue and Restricted Reserves held in long term deposits and the Barclays business premium account. The summary provided a grand total of Reserves at £167,328.53.

17/09.2 Members received confirmation that a Santander business bond (Revenue Reserves earmarked for play spaces and Trim Trail refits) had matured on 1 June 2017 at £87,519.41 (original deposit at £86,868.57 on 1 June 2016 plus interest). Members further noted that the budget had provided for an additional £15,000 to be transferred/added to the sum. It was **RECOMMENDED** to delegate a deposit of Revenue Reserves at circa £102,519.41 to Cllr Balkwill and the Town Clerk; to be transferred from Santander to another high street bank.

17/09.3 Members noted the Internal Auditor's observation (agenda item 17/05 above) that KTC did not have a formal process to monitor the performance of investments in the CCLA Property Fund and Public Sector Deposit Fund. Members noted a recent shares investment in the Public Sector Deposit Fund at £28,002.61 on 21 March 2017. Members noted an original purchase of shares in the CCLA Property Fund at £50,000 on 31 August 2014 and a further purchase at £25,000 on 31 January 2017 i.e. £75,000 total. Latter dividends received to date totalled £6,795 at circa 5% return per quarter. However, the adopted Investment Strategy (agenda item 17/06 above) reported that the priority should be centred on security, protecting the capital sum from loss, rather than yield. Recent CCLA Property Fund fact sheet, profile and market reports were all noted. It was **RECOMMENDED** to maintain the current CCLA investments and review the performance of both at quarterly Finance Committee meetings from hereon.

17/10 DATE OF NEXT MEETING

Tuesday 24 October 2017 at 6.00 p.m. (2nd quarter income/expenditure report for financial year 2017/18).

The meeting closed at 6.58 p.m.