

## **Kingsbridge Town Council**

### **MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD AT 6.30 p.m. ON TUESDAY 19 JULY 2016 IN QUAY HOUSE**

**Present:** Cllr Anne Balkwill (Chairman)  
Cllr Martina Edmonds  
Cllr Irene Jeeninga  
Cllr Mike Jennings  
Cllr Chris Povey  
Cllr Jim Romanos

**In Attendance:** Martin Johnson (Town Clerk)

#### **16/01 ELECTION OF CHAIRMAN**

Cllr Balkwill was elected as Chairman of the Finance Committee for mayoral year 2016/17.

#### **16/02 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **Public Open Forum**

There were no members of public present.

#### **16/03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **16/04 MINUTES OF THE LAST MEETING**

Members were in receipt of the minutes of the last meeting held on 19 April 2016 which were approved as a correct record.

#### **16/05 INTERNAL & EXTERNAL AUDIT**

Members were in receipt of the Internal Auditor's report (South & West Internal Audit) dated 29 April 2016 which represented the final internal audit report for financial year 2015/16 and had reviewed the Annual Accounts at financial year end. It was noted that all matters regarding bank reconciliation, annual return, and fixed assets had been assessed as Satisfactory with no issues.

No feedback had been received to date from the External Auditor (Grant Thornton UK LLP) regarding the accounts for financial year 2015/16.

## **16/06 SALARIES**

Members noted the National Joint Council for Local Government Services national salary award for 2016/18 effective from 1 April 2016 at circa 1% increase (and subsequently on 1 April 2017 also at 1% increase) and an annual increment scale increase for the 2 x Administrator/Receptionist posts effective from 1 April 2016. It was **RESOLVED** to note staff salaries for financial year 2016/17.

## **16/07 POLICIES**

Members noted that Financial Regulations had been reviewed and adopted by full council on 10 May 2016. Members further noted that finance policies for Investment Strategy, Risk Assessment Management and Statement of Internal Control had been reviewed in August 2015; in particular an annex had been added to the latter to provide the procedures for testing and implementation. It was **RESOLVED** to revise the finance policies without amendment.

## **16/08 QUARTERLY REPORT**

Members were in receipt of the income and expenditure report for the 1<sup>st</sup> quarter of financial year 2016/17 ending 30 June 2016. The overall net variance reported an over spend at £476.53. However, both income and expenditure included transactions from Reserves and a reconciliation provided a current under spend at circa £5,326.05. It was **RECOMMENDED** to note the 1<sup>st</sup> quarter income and expenditure report for financial year 2016/17.

## **16/09 RESERVES & TIME DEPOSITS**

**09.1** Members received a Summary of Reserves (Capital, Revenue and Restricted reserves) and a report on those reserves held in Time Deposits and the CCLA Local Authorities' Property Fund. The summary provided a grand total of Reserves at £271,616.20. It was noted that Revenue Reserves, excluding funds earmarked for children's play areas and Trim Trail refits, totalled £102,541.35 and the Precept was £122,462. It was also noted that Capital Reserves at £69,085.81, while currently unallocated, could be utilised as match-funding to lever monies from external funders for projects. An "investor update" report had been received from the Local Authorities' Property Fund following the EU Referendum which reported the fund was in a very satisfactory condition.

**09.2** It was confirmed that Revenue Reserves (allocated for children's play areas refit/Trim Trail refit) at £86,868.57 had been reinvested in a Santander business bond on 1 June 2016 for 12 months duration at 0.75% interest. This represented the previous maturity sum including interest at £71,868.57 plus an extra £15,000.00 transferred from the current financial year's revenue budget.

**09.3** It was noted that 2 time deposits were due to mature shortly:

- on 1 September 2016 Revenue Reserves held in a Santander Business Bond at £52,541.35 plus interest at 0.90%, and
- on 1 October 2016 Capital Reserves held in a Santander business bond at £69,085.81 plus interest at 0.90%.

It was **RECOMMENDED** to:

- note the reports at 09.1 and 09.2 above, and
- delegate re-investment of the 2 time deposits at 09.3 above to Cllr Balkwill and the Town Clerk; to be transferred from Santander to another bank.

**16/10            DATE OF NEXT MEETING**

Tuesday 18 October 2016 at 6.30 p.m. (2<sup>nd</sup> quarter income and expenditure report for financial year 2016/17).

*The meeting closed at 7.20 p.m.*