

**Main points arising: Annual review of Risk Assessment/ Civic Hall roof payment/ Committee remit.**

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD AT 8.00PM ON MONDAY 1<sup>ST</sup> JUNE 2015 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr C Gorst

Cllrs. M Beanland, L A Clarke, G King, Mrs T Lorde, H Murray, Mrs R Horsman-Johnson, Mrs J Saunders and G Smith

Also attending under SO 56: Cllr Mrs S Horsman

1. Apologies for absence

None – all present.

2. Declarations of Disclosable Pecuniary or Other Interests

None declared.

3. To approve the minutes of the F&GP Committee meeting held on 27<sup>th</sup> April 2015

**RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 27<sup>th</sup> April 2015 are approved as an accurate record, and signed by the Chairman (4 - 5 abs)**

4. To review and approve the Town Council's Risk Assessment for 2015/16

The Clerk explained that the Town Council's Risk Assessment is subject to annual review. The Internal Auditor had reviewed the document as part of the Annual Return, and had signed off the relevant section, with no substantive issues raised.

In answer to questions the Clerk explained that £10m is the standard amount for Public Liability cover, and that the Risk Assessment concerns mainly financial issues, with health and safety risks dealt with separately. The meeting agreed that mention also needs to be made in the Assessment of Employer's Liability.

On the issue of CCTV the Clerk said there is an annual agreement with Cheshire East in the form of a Letter of Understanding. This details certain undertakings on the part of Cheshire East, including the provision of twice yearly reports.

**RESOLVED: That the Town Council's Risk Assessment for 2015/16, with the suggested amendment, is received and approved (NC)**

5. Authorisation of payment for the Civic Hall Roof Refurbishment

The Clerk explained that the roofing material supplier, IKO, had inspected the finished work and had underwritten it with a 20 year waterproofing guarantee. The work finished well within budget and there is a 5% retention payment withheld to cover any defects. The Town Council had also taken the precaution of engaging a project manager, Bowker Sadler Architects, who did a good job. The roof is now sound and looks better from a visual perspective.

**RESOLVED: That the payment of the second instalment for the Civic Hall Roof Refurbishment is approved, in accordance with Financial Regulations SO 6.1 d) (NC)**

6. Bank Reconciliation

**RESOLVED: That the bank reconciliation for April 2015, as verified by the Chairman, is noted (NC)**

7. To nominate two new Town Council cheque signatories

**RESOLVED: That Cllrs M Beanland and G King are nominated as new Town Council cheque signatories (NC)**

8. Payment Schedule

The Clerk explained each item on the Payment Schedule for the benefit of new Committee members.

**RESOLVED: That the Payment Schedule for April 2015 is received (NC)**

9. Remit for the Finance and General Purposes Committee

In accordance with Standing Order 42, Committee remits need to be reviewed each year, at the first Committee meeting after the Annual Town Council meeting. The meeting agreed that reference should be made in the remit to

reviewing the effectiveness of internal controls annually, and to reviewing all fees and charges.

**RESOLVED: That the remit for the Finance and General Purposes Committee, as amended, is agreed (NC)**

The meeting concluded at 8.25pm