

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, TRING ON MONDAY 7th MARCH 2016 AT 8:10 p.m.

Present: Councillors: Mrs P. J. Hearn (Chairman)
Mrs O. Conway
S. Hearn (ex officio)
M.Hicks (ex officio)
P. Hills
N. Hollinghurst
C. Townsend

Also present: Cllr J Bowden
Cllr Mrs R. Ransley
Mr M. Curry, Town Clerk
Mrs D. Slade, Deputy Clerk

0 members of the press & public

18161. APOLOGIES

All members present

18162. DECLARATIONS OF INTEREST

None

18163. MINUTES

RESOLVED: That the minutes of the meeting held on 11th January 2016 were a true record and could be signed by the Chairman

18164. MATTERS OF REPORT FROM THE MINUTES

Nothing to report

18165. CHAIRMAN'S COMMUNICATIONS

No correspondence received

18166. PUBLIC PARTICIPATION

There were no members of the public present who wished to speak.

18167. ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

The draft financial regulations circulated prior to the meeting were prepared to reflect changes in the NALC model regulations issued January 2016 and amendments agreed by Council. Discussion of the amendments identified one change – to paragraph 6.11 (storage of personal identification numbers) – to reflect current practice that was deemed acceptable.

RESOLVED: To accept the draft financial regulations with the amendments above

18168. ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL RISK ASSESSMENT AND HEALTH & SAFETY POLICY

The existing financial risk assessment and health and safety policy, circulated prior to the meeting, were reviewed by members. The following changes and actions were identified:

(i) Financial Risk Assessment:

- i. Inclusion of the drafted item covering Credit Card misuse
- ii. Change references to 'Financial Standing Orders' to 'Financial Regulations'
- iii. Deeds and other such documents to be collected and arrangements made for them to be stored locally e.g. at a local solicitor or bank in Tring
- iv. A list of passwords & personal identification numbers to be stored securely accessible only by the Clerk, Deputy Clerk and Mayor
- v. Under 'Lack of general financial control' section 3 include arrangements for the internal auditor to report suspected fraud

(i) Health & Safety Policy:

- i. All electrical equipment to be checked (PAT tested) appropriately with, as a minimum, each appliance should be tested that it is functioning correctly by a competent person
- ii. Amend section 4 to include (a) reference to Appendix 1 (b) include a statement to the effect of only to tackle fires if safe to do so
- iii. Item (i) in the section of the Fire Precautions covering when an alarm sounds to read "all rooms in the entire building are evacuated"
- iv. Copies of the new policy to be circulated to all members of staff and displayed in the office
- v. Ensure staff have received training in the use of fire extinguishers and the annual fire drill is performed and recorded

RESOLVED: To accept the financial risk assessment and the health & safety policy with the amendments above

18169. ANNUAL REVIEW OF THE WORK OF THE INTERNAL AUDITOR

The work of the internal auditor was discussed and assessed using the SLCC guidelines. Examples of the auditor's work was circulated prior to the meeting with the letter of engagement and list of information requested to perform the audit. The Clerk reported on the appointment of the current auditor under competition and the process of engagement with the auditor prior to an audit, during the audit and on receipt of a report.

RESOLVED: That the Committee is satisfied that the system of internal audit is adequate and effective

18170. EXCLUSION OF PUBLIC & PRESS

To consider a resolution in the following terms: That under section I of the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during the Items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business.

RESOLVED: To support the resolution as given to exclude the public & press

18171. ANNUAL COMMUNITY AWARD

There was a review of candidates for the award and agreement reached on the nomination to recommend to Council.

The meeting ended at 8:55 p.m.

Chairman