

RAUNDS TOWN COUNCIL

FINANCE COMMITTEE

Minutes: 6 December 2016: Start Time 7.30pm

PRESENT

Cllr R Levell (Chairman), Cllr L Wilkes, Cllr H Howell, Cllr N Beck, Cllr R Tyman.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

**417.16 To Receive Apologies For Absence.
NONE RECEIVED**

**418.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
NONE RECEIVED**

**419.16 Notification of members questions in compliance with the councils standing orders.
NONE RECEIVED**

420.16 Declarations of Interest.
COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THAT INTEREST. IF THE INTEREST IS PECUNIARY THEY SHOULD LEAVE THE MEETING FOR THAT ITEM

421.16 Minutes: confirm the minutes of the Finance Committee meeting held 17 November 2016.

RESOLVED to approve the minutes of the meeting as a true record subject to the addition of the word "existing" under item 388.16 d

422.16 Appointment of a planning consultant: To confirm the appointment of a planning consultant to support the council in preparing a response to application 16/02119/FUL.

Members considered the item. It was agreed, given the strategic importance of the application, to appoint a planning consultant to assist the Clerk in preparing a response.

The consultant would be appointed whether the council were to support or oppose the application. This would ensure that all relevant mitigation matters and funding for the Town were raised.

RESOLVED that a planning consultant be appointed to support the Town Council in preparing a response to application 16/02119/FUL. A maximum budget of £1,500 was set.

423.16 Payments for approval –To approve payments since the last Finance Committee meeting.

Members reviewed the payment lists as shown in appendix 1. The Clerk answered member's questions thereon and it was...

RESOLVED that the payment lists be approved.

424.16 2017-18 Budget –To consider the Councils revised budget for 2017-18 budget and to make a recommendation thereon.

Members considered the report of the Clerk as shown in appendix 2.

Following discussion it was...

RESOLVED to recommend to the Full Council that:

- a) That the budget for nominal code 4920 "Christmas New Lights/ Equipment" be reduced from £8,000 to £6,000.
- b) That the budget for nominal code 4123 "Contingency" be reduced from £3,000 to £1,000.
- c) That the Finance Committee recommend a 2% increase in Council Tax.
- d) That the Finance Committee recommend the draft budget to the Council.

425.16 Internal Audit – To make a recommendation to the Full Council on the appointment of an internal auditors for the current financial year.

Members considered the report of the Clerk as shown in Appendix 3.

Following discussion it was....

RESOLVED to appoint the Northamptonshire County Association of Local Councils as internal auditors for 2016/17. The Clerk would arrange for an interim visit to take place early in the new year.

426.16 Dates of Future Meetings: To consider the dates for future meetings of the Finance Committee.

The Clerk and Chairman advised that it would be necessary to hold an additional Finance Committee meeting prior to the Annual Town Assembly.

It was also noted that the meeting scheduled for February should be pulled forward.

RESOLVED that The Clerk and Chairman of the Finance Committee would consider suitable dates and advise Council.

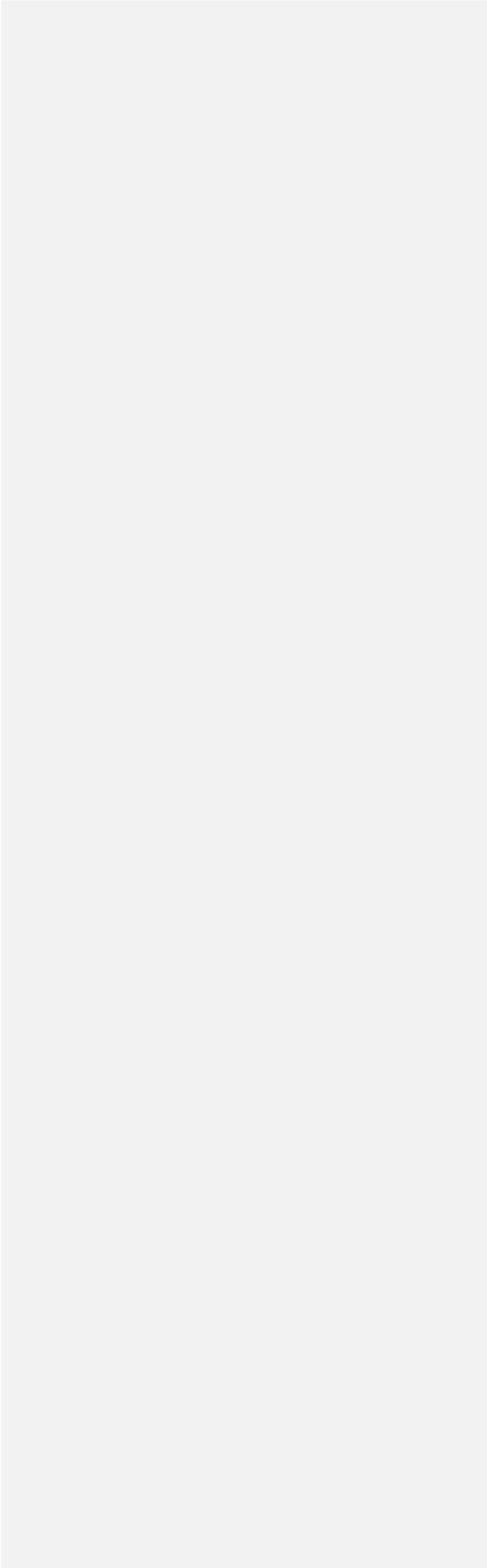
The meeting closed at 19.57

Approved: (Town Mayor)

Meeting date: 13 December 2016(Council)

Confirmed: (Chairman)

Meeting date: (Committee)



Appendix 1

Printed on : 08/12/2016		Raunds Town Council		Page No 1	
At : 09:45		Unity Trust A/C			
List of Payments made between 01/10/2016 and 31/10/2016					
Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/10/2016	Anglian Water	DD	95.94		Town Hall Water Rates
01/10/2016	Anglian Water	DD	13.93		Market Water Rates
01/10/2016	ENC	DD	1,511.00		Business Rates
01/10/2016	World Pay	DD	13.31		Transaction Charges
01/10/2016	World Pay	DD	11.94		Service Fee
01/10/2016	Anglian Water	DD	305.77		Saxon Hall Water Rates
05/10/2016	Glasdon UK	BANK TRANS	296.90		Frog Bin
07/10/2016	EON	BANK TRANS	161.03		Unmetered Electricity
07/10/2016	Lyreco	BANK TRANS	67.80		Office Supplies
07/10/2016	NCALC	BANK TRANS	45.00		Staff Training
07/10/2016	J H Mays Electrical	BANK TRANS	1,316.40		Electrical Testing Saxon Hall
07/10/2016	Alpine Cleaning	BANK TRANS	100.80		Window Cleaning
07/10/2016	Tardis Environmental UK	BANK TRANS	47.14		Collection of toilet
07/10/2016	Bluefish Office Products	BANK TRANS	58.07		Office Supplies
07/10/2016	Countrywide Waste	BANK TRANS	144.60		September Waste Collections
07/10/2016	B & R Pest Control	BANK TRANS	50.00		Wasp Nest On Square
07/10/2016	ENC	BANK TRANS	26.68		Associated Servs August 2016
07/10/2016	Nutec Security Systems	BANK TRANS	211.20		Saxon Hall Burglar Alarm
07/10/2016	Homegrownandraised	BANK TRANS	405.00		Animal Mix for Christmas Event
07/10/2016	ESPO	BANK TRANS	203.89		Janitorial Supplies
07/10/2016	Wicksteed Leisure	BANK TRANS	260.40		Saxon Hall Swing
07/10/2016	ENC	BANK TRANS	8,131.37		Grounds Maint August 2016
07/10/2016	Smiths Fire LLP	BANK TRANS	289.08		Fire Extinguisher Service
10/10/2016	Kester O Suua	300934	50.00		Part return of deposit
11/10/2016	Mayor's Charity Account	300936	30.00		Tickets to Civic Event 16/12
12/10/2016	Mayor of Kettering Charity Acc	300937	57.00		Tickets to Civic Event 18/11
17/10/2016	Southern Electric	DD	159.20		Floodlights at Church
17/10/2016	Mysor's Charity Fund	300938	20.00		Tickets for Civic Event 22/10
18/10/2016	NCC Pensions	BANK TRANS	2,141.93		Pensions Sept 2016
18/10/2016	Scorpion Security	BANK TRANS	3,830.75		Deposit for Supp/Inst CCTV
18/10/2016	Scorpion Security	BANK TRANS	624.34		Deposit supp/inst NVR's
18/10/2016	J H May Electrical	BANK TRANS	677.61		Lighting at Saon Hall
18/10/2016	ENC	BANK TRANS	61.62		Associated Servs Sept 2016
18/10/2016	Staff Expenses	BANK TRANS	17.95		Expenses October 2016
18/10/2016	Promote-It	BANK TRANS	67.08		Work clothes
18/10/2016	Smiths Fire LLP	BANK TRANS	57.60		Replacement Extinguishers
18/10/2016	Stephen Pell	BANK TRANS	1,975.00		Fencing Install at Dog Park
18/10/2016	Colsn & Loaring	BANK TRANS	249.60		Boiler Service Saxon Hall
18/10/2016	Corby Boro' Council	300939	30.00		Tickets for Civic Event 23/10
18/10/2016	N'lon Boro' Council	300940	80.00		Tickets for Civic Event 25/11
18/10/2016	Peterboro' Mayor's Charities	300941	90.00		Tickets for Civic Event 29/10
18/10/2016	Royal British Legion	300942	50.00		Wreath for Remembrance
18/10/2016	Daventry District Council	300943	30.00		Tickets Civic Event 12/11

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
18/10/2016	CVS	BANK TRANS	8,417.05		Wages October 2016
21/10/2016	J&S Pended	BANK TRANS	168.00		Parking Signs
21/10/2016	Smiths Fire LLP	BANK TRANS	438.00		Central Monitoring Station
21/10/2016	J H May Electrical	BANK TRANS	657.30		Electrical Test Square/Mem Gd
21/10/2016	Eden Landscapes	BANK TRANS	745.20		Sealing Paving Saxon Hall
21/10/2016	Exclusive Entertainment Serv	BANK TRANS	225.00		Party Entertainer 31/10
27/10/2016	Name Badges International	300944	13.06		Cllr Name Badge
Total Payments			34,731.54		

Appendix 2

Summary:

A report providing information Members may wish to consider when setting the Budget for 2017/18

1.0 Introduction

1.1 At its meeting of 17 November 2016 the Finance Committee proposed minor changes to the draft budgets.

Commented [R1]: Reads better

1.2 Following the Finance Committee Meeting of 17 November East Northamptonshire Council have provided Raunds Town Council with an updated figure for the Council Tax Base for 2017/18.

2.0 Revised Draft Budget

The effect of proposed changes to the draft budget is summarised below:

Cost Centre	Original Net Expenditure 2017/18 (£'s)	Proposed Increase in Net Expenditure (£'s)	Final Net Expenditure 2017/18 (£'s)
ELR	117,802		117,802
Events	23,400		23,400
Saxon Hall	31,698	5,000 *	36,698
The Hall	(1,898)		(1,898)
Personnel	109,500		109,500
Policy & Resources	37,500	5,000 **	42,500
Finance	(1050)	3,000 ***	1950
TOTAL NET EXPENDITURE	316,952	13,000	329,952

* Budgeted revenue from Saxon Hall is decreased by £5,000 to allow for loss of revenue from Cando Care.

** Additional expenditure of £5,000 is allocated to offset the introduction of VAT charges to customers

*** Additional expenditure of £3,000 is included to allow for a contingency.

3.0 Revised Council Tax Base

The Council Tax base has been updated to 2785 as opposed to the previous estimate of 2738. This gives a total additional 126 properties compared to 2016/17.

Financial Year	Tax base	Band D tax	Notes
2016/17	2659	£114.71	Actual £305,017
2017/18	2785	£114.71	Precept of £319,467 Band D remain unchanged
2017/18	2785	£117.00	Precept £325,845 2% increase in band D

4.0 **General Reserves**
There is no fixed level of general reserves that must be held by a council.

The level of general reserves held should be based on the council's risk assessment. However, it is generally recommended that a council holds a general reserve equivalent to approximately 6 months of revenue expenditure.

The budgeted expenditure for Raunds Town Council in 2017/18 is £421,312 the Town Council should therefore expect to maintain a general reserve of approximately £210,656.

If the Town Council maintains a 2% increase in Council Tax then there would be a shortfall of £4,107 between the net expenditure for 2017/18 and the proposed precept, general reserves would therefore fall by £4,107
The level of general reserves is shown below:

Actual General Reserves as at 31 March 2016 £223,948
Budgeted General Reserves as at 31 March 2017 £208,264
Budgeted General Reserves as at 31 March 2018 £204,157

5.0 **Recommendations**

- 1) That the Finance Committee recommend the draft budget to the Full Council
- 2) That the Finance Committee recommend a 2% increase in Council Tax
- 3) That the Finance Committee consider what to do, if anything in response to the projected shortfall of £4,100 in reserves.

Commented [R2]: Irrelevant

Commented [R3]: Would you not include recommendations here? 1. Cttee to recommend to full Council the revised budget. 2. Cttee to recommend to full Council an increase in Council Tax of 2%. 3. Cttee to decide what, if anything, to do in response to the projected shortfall of £4,100 given the reserves situation.

Appendix 3

Summary:

A report to appoint an Internal Auditor for 2016/17:

1.0 Introduction

Internal auditing is an independent, objective assurance designed to add value and improve a Council's operations.

The aim of internal auditing is to act as a catalyst for improving an organisation's governance, risk management and management controls by providing insight and recommendations based on an assessment of an organisation's transactions, data and business processes.

The scope of internal auditing is broad and may involve topics such as

governance, risk management, management controls over the efficiency and effectiveness of operations (including safeguarding of assets), the reliability of financial and management reporting, and compliance with laws and regulations.

Internal auditing may also involve conducting proactive investigations into fraud to identify control breakdowns and establish financial loss.

The Council is required to take appropriate action on all matters raised in reports from internal and external audit failure to do this may lead to a qualified audit opinion.

2.0 Provision of Internal Audit Service

The internal audit service is currently provided by NcALC (the Northamptonshire Association of local Councils).

Prior to awarding the contract for 2016/17 the Town Council felt it would be prudent to review the provision of the internal audit service.

It is worth noting that the Chairman of the Finance Committee currently acts as the council's internal controller. As he is a qualified accountant and auditor members of the council can be assured that the internal control checks are being carried out in a suitable manner.

The Clerk has obtained quotations from 3 suppliers. Note that all fees are estimated as the Town Council will also need to agree the scope and focus of the audit with the appointed auditor.

2.1 Auditing Solutions

This firm is a specialist company in auditing local councils. They have a good understanding of governance for local councils.

The firm audits a number of larger councils throughout England.

They provide a detailed audit of the council's financial activities.

Estimated Fees for 2016-17 would be £840 including 2 visits.

2.2 Haines Watts

Haines Watts are a local firm of accountants they provide audit services to a small number of local council clients throughout Northamptonshire and Milton Keynes including Olney Town Council.

Estimated Fees for 2016-17 would be £375 including 2 visits.

2.3 NcALC

NcALC provide an internal audit service to a large number of town and parish council in Northamptonshire.

The audit is risk based and focuses on the governance and testing of procedures rather than replicating the work of the Internal Controller.

Estimated Fees for 2016-17 would be £375 including 2 visits.

Recommendations:

- a) That Raunds Town Council agree that the internal audit provided to the council should focus on governance and the testing of policies and procedures.
- b) That NcALC are appointed NcALC as the internal auditor for 2016/17.