

Frodsham Town Council

Minutes of a meeting of
The Finance Scrutiny Sub-committee
held on Tuesday 6 June 2017 at 6.30 pm
In Castle Park House, Frodsham



Present: Cllrs C Ashton, J Critchley, F Pennington and M Poulton
Mrs H Catt (Town Clerk)

Meeting 1

No	Item
1	Appointment of Chair Cllr C Ashton was appointed as Chair.
2	Appointment of Deputy Chair Cllr J Critchley was appointed as Deputy Chair.
3	TOR for the year It was agreed to recommend (R1) that the quorum for meetings of Finance Scrutiny Sub-committee should be reduced to 3.
4	Apologies for Absence Cllr A Oulton was held up in traffic and arrived after the meeting had ended.
5	Declarations of Interest None.
7	Requests from the public to speak None.
8	Minutes of Meeting 4 – 30 January 2017 These were approved and signed as a true record – proposed and seconded by Cllrs F Pennington and J Critchley.
9	Annual Return TC explained the process of translating the receipts and payments report, as reported to FTC, into the Income and Expenditure Accounts, as reported on the Annual Return. Receipts and payments reports on all money paid in or out of the bank during the period (1 April 2016 – 31 March 2017), whilst I&E accounts only includes income or expenditure that relates to activity during the period. Any money that comes in or goes out of the bank relating to activity outside of the period being considered is excluded and any money received or paid out outside that period but relating to activity in that period is included.
10	Budget 2017-18 The current budget is included in the Terms of Reference and will be subject to review throughout the year by the budget holding committees. The first review by this sub-committee will be at the end of the first quarter.
11	Methodology for the Effective Execution of Executive Powers for Budget Holding Committees The methodology was reviewed and it was agreed to recommend (R2) to increase the limit in 2.1.iii to £250 to P&P committee.
12	Financial Regulations The Financial Regulations were reviewed and amendments made to update the officers named in the regulation. It was agreed to recommend (R3) these minor changes to P&P committee.
13	Charges The charges, for 2017-18, for allotments, cemetery fees, room rental (Castle Park), playing fields/land rental and photocopying were reviewed and it was agreed to leave them at current levels at the moment. It was agreed that allotment fees should be considered further during the year – TC to research charges in other areas. It was agreed to ask Community committee to review the sizes of the allotments, charges and current leases.

Members: Cllrs C Ashton, J Critchley, R Holt, A Oulton, F Pennington and M Poulton

No	Item
14	<p>Publication Scheme</p> <p>The Publication Scheme was reviewed. TC explained that this was a model provided by the Information Commissioner's Office and that items that weren't relevant to FTC had been crossed through. It was agreed to make a minor amendment to line 6 under Class 7 deleting 'lighting' and replacing it with 'Christmas lights' and recommending (R4) the Publication Scheme to P&P committee.</p> <p>It was noted that some of the items on the list still need to be added to the website.</p>
15	<p>Internal Audit</p> <p>The report from the Internal Audit for 16-17 hasn't been received yet. The Auditor's only comment during the visit was that the Risk Assessment and review of the Register hadn't taken place during the financial year.</p> <p>TC reported that she had just received a copy of the paperwork used by another council to tender for the internal audit service but she hadn't had time to look at it. It was agreed to refer this to P&P committee.</p>
16	<p>Clerk's Items</p> <p>None.</p>
17	<p>Date of next meeting</p> <p>25 July 2017</p>

R1. To reduce the quorum for meetings of Finance Scrutiny Sub-committee to 3 in the Terms of Reference.

R2. To increase the limit in 2.1.iii to £250 in the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees.

R3. To recommend the amended Financial Regulations for approval.

R4. To recommend the amended Publications Scheme for approval.