

## PORTLAND TOWN COUNCIL

### BUDGET & INVESTMENT SUB-COMMITTEE, WEDNESDAY, 23<sup>RD</sup> SEPTEMBER 2014

#### Draft Minutes

**PRESENT:** Councillors R. Hughes, A. Matthews, T. Munro and R. Wild

**IN ATTENDANCE:** Ian Looker (Town Clerk), Cllr. Sue Lees and three members of the public

Cllr. Hughes in the chair.

#### **1 – APPOINTMENT OF CHAIRMAN**

It was proposed by Cllr. Wild and **RESOLVED** – that Cllr. Hughes be appointed chairman.

#### **2 – APOLOGIES FOR ABSENCE**

There were none.

#### **3 – DECLARATIONS OF INTEREST**

All members declared pecuniary interests as council taxpayers.

#### **4 – INTERNAL AUDIT, 2013/14**

Cllr. Matthews said the risk analysis review was acting as a control schedule for the risk assessment. This included a staffing review being recommended to help deal with outstanding problems.

The Clerk confirmed that petty cash transactions had ceased. It was proposed by Cllr. Munro and **RECOMMENDED** – that the sum of petty cash held be returned to the bank. (For: 4 votes, Against: 0 votes, Abstentions: 0 votes.)

Regarding bank reconciliations the Clerk admitted that no bank reconciliations had been carried out yet in this financial year because of competing workload demands. Cllr. Munro thought it should be given first priority among all the administrative tasks.

Cllr. Matthews asked that the risk analysis document be recommended to Finance & Resources as the control mechanism for the Council's activities. Cllr. Hughes urged that this year's risk assessment be completed by the end of December this year.

It was proposed by Cllr. Munro and **RECOMMENDED** – that the risk analysis document be presented to the Finance & Resources Committee at every other meeting to familiarise members with the Council’s presenting problems and that an allocation of one hour a month of staff time be set aside to carry out the necessary administrative support.

Cllr. Matthews said he would ensure that all the issues highlighted in the internal audit report would be included in the risk assessment.

**5) COUNCIL BUDGET & PRECEPT, 2015/16**

Members discussed individual budgets with a view to identifying possible savings. To assist this process the Clerk agreed to provide a detailed report for the next meeting listing the individual transactions under each budget heading.

There was also discussion about consulting residents for their views on the prospective budget, but no action to consult was taken.

The Clerk was asked to obtain details from the Borough on the tax base for the coming year and the likelihood of the Town Council obtaining a discount grant.

Members also asked the Clerk for more details of the Council’s reserves.

**6) DATE OF NEXT MEETING**

The next meeting will be held at Osprey Leisure Centre on Wednesday, 8<sup>th</sup> October 2014, starting at 7.00 pm.

The meeting ended at 8.25 pm.

Signed..... Dated.....  
(Chair)