

# **CIRENCESTER TOWN COUNCIL**

**MINUTES** of a meeting of the Finance Committee held in the Council Chamber, Bingham House, No. 1 Dyer Street, Cirencester, at 6.00 p.m. on Tuesday, 20<sup>th</sup> July 2004.

**PRESENT:** Councillor Dr P A Hedges – Chairman  
Councillor G T Adams – Vice Chairman

**Councillors:** R G Lock  
D J Nash (arrived 6.05 p.m.)

Andrew Rennie Crook – Town Clerk  
Libby Hughes - Receptionist

**OBSERVERS:** **Councillors:** Mrs S A Alexander  
D J M Sankey

## **41.05 APOLOGIES**

Apologies were received from Councillors R Bourne, Mrs M T Eccles and N E Whereat, Mr Clive Sherwood (Deputy Town Clerk and Responsible Finance Officer) and Miss Johan Newman (Personal Assistant normally responsible for minute taking).

## **42.05 DECLARATIONS OF INTEREST**

None were received.

## **43.05 MINUTES**

**RESOLVED** that the Minutes of the Meeting held on Tuesday, 13<sup>th</sup> April 2004 be received and noted.

## **44.05 CIRENCESTER CHARTER MARKET**

Members received a report prepared by the Deputy Town Clerk (a copy of which is appended to the signed Minutes), which was noted.

Members were pleased to note the income for the year had increased by just over £2,500 and that the Officers, by negotiation, had achieved a reduction in the Business Rates valuation and the skip arrangements, which resulted in savings of £1,582 and £1,456. This also resulted in an increased operating surplus of £29,300 in 2003/04 as opposed to £21,392 in 2002/03. Members asked the Clerk to convey congratulations to Mrs Anne Brooker, the Market Manager and extend appreciation for their efforts to the Officers.

There were concerns that the increase in the car parking charges would have an impact on the income of the Market and it was **RESOLVED** that the Clerk present a report at the next Finance Committee Meeting on Tuesday, 12<sup>th</sup> October 2004 on the impact on the Market and whether the Market had suffered a drop in income subsequent to the increased car parking charges.

#### **45.05 DRAFT ACCOUNT 2003/4**

Members received the Draft Accounts for the year 2003/4 (a copy of which is appended to the signed Minutes).

The Clerk introduced the Draft Accounts in the absence of the Responsible Finance Officer. In so doing, the Clerk outlined the statutory requirements relating to the accounts and drew attention to the systems in place to achieve internal financial control.

The Mayor requested through the Chairman, that in the absence of Mr Sherwood, the Responsible Finance Officer, Members should submit such queries relating to the Draft Accounts in writing to the office before the next Council Meeting to enable the officers to collate the information and present a response to Council.

It was noted that Councillor Mrs Eccles' name was identified as appearing twice on page 1.

Questions raised by Members were noted.

Members expressed concern over the fiduciary reputation of the Council when, in answering a query, the Clerk advised that the internal appraisals had not been conducted during the Financial Year 2003/4.

**RECOMMENDED** that the Draft Accounts be accepted subject to responses to questions raised by Members prior to the next Council Meeting to be held on Tuesday, 10<sup>th</sup> August 2004.

#### **46.05 INTERNAL AUDITOR**

The Clerk reported that the Town Council does not, at present, have an Internal Auditor and that one needed to be appointed. Members indicated that they would prefer a firm to an individual or sole practitioner.

**RESOLVED** that the Clerk find a suitable Internal Auditor and report back to the Council Meeting to be held on Tuesday, 14<sup>th</sup> September 2004.

The meeting closed at 6.50 p.m.

Councillor Dr P A Hedges  
Chairman