

# **CIRENCESTER TOWN COUNCIL**

**MINUTES** of a Meeting of the Finance Committee held in the Bingham Gallery, 1 Dyer Street, Cirencester, at 6.00 p.m. on Tuesday, 11<sup>th</sup> December 2007.

**PRESENT:** Councillor Mrs M S Rickman - Chairman  
Councillor H G C Gray -Vice Chairman

**Councillors:** G T Adams  
Mrs S A Alexander  
Mrs C Braidwood  
P A Braidwood  
W Helm  
Mrs J Hincks  
R Hughes  
A Lichnowski  
D J Nash  
Mrs B A Potter  
Ms K M Yarrow

Andrew Tubb - Town Clerk  
Clive Sherwood – Deputy Town Clerk  
Johan Newman – Personal Assistant

## **133.08 APOLOGIES**

Apologies were received from Councillor Mrs S A le Noury (personal).

## **134.08 DECLARATIONS OF INTEREST**

None were received.

## **135.08 MINUTES**

**RESOLVED** that the Minutes of the Finance Committee Meeting held on Tuesday, 23<sup>rd</sup> October 2007 be approved as a correct record and signed by the Chairman.

## **136.08 ESTIMATES 2008/9**

Members received a report from the Clerk relating to the draft Estimates for 2008/9, together with Statement of Earmarked Reserves and attention was drawn to the following: -

- a) The outstanding loan of £14,414 for the Abbey Grounds be repaid from reserves. This accordingly meant that the Estimates would be reduced by £1,600 for loan charges.
- b) A recorded vote was taken on the figure of £5,000 not being allocated to the Norman Arch fund as follows: -

**FOR**

G T Adams  
Mrs S A Alexander  
H G C Gray  
W Helm  
Mrs J Hincks  
R Hughes  
A Lichnowski  
Mrs B A Potter  
Mrs M S Rickman  
Ms K M Yarrow

**AGAINST**

Mrs C Braidwood  
P A Braidwood  
D J Nash

The vote was carried.

- c) A recorded vote was taken on a proposal that the figure of £5,700 be switched from the Earmarked fund for the Norman Arch to Environmental Improvements as follows: -

**FOR**  
 G T Adams  
 Mrs S A Alexander  
 H G C Gray  
 Mrs J Hincks  
 Mrs B A Potter  
 Mrs M S Rickman

**AGAINST**  
 Mrs C Braidwood  
 P A Braidwood  
 W Helm  
 R Hughes  
 A Lichnowski  
 D J Nash  
 Ms K M Yarrow

The vote was lost.

d) The budget for the enhancement of policing for 2008/9 be £20,000.

**RECOMMENDED to Council that: -**

- a) the outstanding sum of £14,414 for the Abbey Grounds loan be settled from reserves;
- b) a precept of £591,385 be set for the year 2008/9.

**137.8 FEES AND CHARGES 2008/9**

Members received a schedule of recommended charges for the use of St. Michael's Park, Kingshill Lane Sports Development Site and allotments.

**RECOMMENDED to Council that the charges for 2008/9 be set as follows: -**

| <b>St. Michael's Park</b>                     |       | <b>£</b>  |  |
|---|-------|-----------|--|
| Tennis  | 3.90  | Per hour  |  |
| Tennis (Concessionary Rate)                   | 2.50  | Per hour  |  |
| Tennis Lights                                 | 3.90  | Per hour  |  |
| Croquet                                       | 3.90  | Per game  |  |
| Golf (Adults)                                 | 1.60  | Per game  |  |
| Golf (Children & Concessionary)               | .80   | Per game  |  |
| Golf (Family Ticket – 2 Adults & 3 Children)  | 3.10  | Per game  |  |
| Barbecue (inc. charcoal)                      | 7.50  |           |  |
| <b>Kingshill Lane Sports Development Site</b> |       |           |  |
| Football                                      | 50.00 | Per match |  |
| <b>Allotments Rental</b>                      |       |           |  |
| City Bank & Chesterton Two Acres              | 15.00 | Per annum |  |
| Beeches                                       | 80.00 | Per annum |  |

**138.08 AUDITED ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2007**

Members received a copy of the Audit Report for the year ended 31<sup>st</sup> March 2007 from Messrs Moore Stephens, dated 26<sup>th</sup> November 2007, which was outlined by Mr C Sherwood, Deputy Town Clerk and Responsible Finance Officer.

Mr Sherwood advised that the Council was currently in the process of engaging specialists to carry out a Risk Management Plan and with regard to the Fidelity Guarantee Insurance, the level is currently at £800,000 and he believed that this was adequate.

**RECOMMENDED to Council that: -**

- a) the Fidelity Guarantee Insurance cover remains at £800,000;
- b) the report be accepted.

**139.08 INTERNAL AUDIT REVIEW**

Members received a report from the Clerk relating to internal audit arrangements.

**RECOMMENDED to Council that: -**

- a) the Risk Management Plan once adopted by Council be reviewed annually by the Corporate Group along with the internal audit programme;
- b) a Working Group be set up comprising Councillors A Lichnowski, R Hughes and D J Nash to carry out a review of the effectiveness of the systems of internal control/audit on an annual basis;
- c) Mr I Selkirk, the Council's current internal auditor, be appointed to carry out the internal audit for 2007/8;
- d) invitations to tender for this service be advertised in respect of the 2008/9 and 2009/10 financial years and that future appointments be made on a two year cyclical basis;
- e) the Council's banking and investment arrangements be considered by the Finance Committee on an annual basis with any comments and recommendations being considered by Council;
- f) once the 2008 guidance for local governance and accountability is published, that its contents be considered and that a further report be prepared at that time on the Council's internal audit, governance and accountability arrangements.

**140.08**

#### **LOCAL GOVERNMENT PENSION SCHEME REGULATIONS**

Members received a report from the Clerk relating to the proposed new scheme effective 1<sup>st</sup> April 2008.

The Clerk outlined the same and advised that the estimated changes to employer contributions had been taken into account in the Estimates for 2008/9.

The meeting closed at 7.12 p.m.

Councillor Mrs M S Rickman  
Chairman