



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

## FINANCE AND POLICY COMMITTEE

will meet on

**Monday 17th June 2019**

in the Council Chamber, Ware Priory, Ware, starting at 7.30pm

All Members of the committee are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk

12th June 2019

This meeting is open to the Public and Press. The Council provides opportunity for members of the public to speak or ask questions at every meeting of the Council on any item on the agenda. Requests for items to be included on the agenda should be notified to the Clerk by the first Monday of the month.

### AGENDA

**FP001: To receive and accept Apologies for Absence**

**FP002: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**FP003: To appoint Vice Chairman for the Finance and Policy Committee**

**FP004: Minutes from the previous meeting:** to receive and sign the minutes of the last Finance and Policy meeting held on 28<sup>th</sup> January 2019.

**FP005: Correspondence and Clerks report (TP)**

- Honours Board update
- MUGA and Outdoor Gym update

**FP006: Grant applications (TP/SH)**

Ware Choral Society £1800 towards the purchase of new music.

All Sorts Dementia Group £7410 towards venue costs at Southern maltings

**FP007: Lord Wake Suite / Launchpad update (SH)**

Most of the refurbishment work is complete, it is planned to open the facility in July 2019.

**FP008: Lido Kiosk update (TP)**

The Kiosk has been refurbished and a new tenant will be in place for the peak season in addition to servicing the Priory Grounds with an Ice Cream Van. Terms have been agreed with the tenant; rental income is higher than the previous tenant was paying. The facility will be re tendered for 2020.

**FP009: Ware Town Council Noticeboards (report distributed) (TP)**

A review of the WTC has indicated several repairs or potential replacement, the specification has been agreed and is currently being costed.

**Recommendation:** To approve the noticeboard priority as detailed on the report

**FP010: Pensions underpayment £10K, from 2016 (SH)**

See separate report.

**FP011: Review of the effectiveness of the council's system of internal control and internal audit (SH)**

To receive an update on the actions following the review.

**FP012: Risk Registers (SH)**

To receive an update on the actions following the review.

**FP013: Financial Report (SH)**

To review the Financial report for the period 1 April 2018 to 31 March 2019 for Ware Town Council, the Priory Charity and Ware Priory Trading Limited.

**FP014: New Home Bonus (SH)**

To review the New Homes Bonus received and allocated since 2011/12.

**FP015: Draft Accounts and Annual Return for the year ended 31<sup>st</sup> March 2019 (SH)**

The Town Council is required to complete an Annual Governance & Accountability Return (AGAR).

**Recommendation:** The approved documents are confirmed at the Full Council meeting on 24<sup>th</sup> June 2019

The Annual Governance Statement as contained in Section 1 of the AGAR be approved.

The Annual Statements for the year ended 31 March 2018 as contained in section 2 of the AGAR be approved.

**FP016: Internal Audit report (SH)**

To note the comments and agreed actions in the report

**FP017: Finance Review 2019 (TP/SH)**

To receive an update on the Finance review, report to be issued at the meeting.

**FP018: New Finance Reports (TP/SH)**

To review the new style reports, to be issued at the meeting.

**FP019: Agenda items for next meeting Monday 22<sup>nd</sup> July 2019**

Ware Town Council Policy update (TP)

Updated Financial Regulations