



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

FINANCE AND POLICY COMMITTEE

will meet on

Monday 22nd July 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
17th July 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

FP020: To receive and accept Apologies for Absence

FP021: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

FP023: Minutes from the previous meeting: to receive and sign the minutes of the last Finance and Policy meeting held on 17th June 2019.

FP024: Feedback from WTC re the Master planning Framework consultation at Ware Priory

To consider the Town Councils response

FP025: Correspondence and Clerks report (TP)

- Pensions underpayment update
- Lord Wake Suite / Launchpad update (SH)
- Ware Town Council Noticeboards
- Internal Audit report update on actions

FP026: Ware Town Council Policy update (TP)

Recommendation: To approve the policy review schedule (distributed)

Recommendation: To update all applicable policies with the new Clerks name.

FP027: Updated Financial Regulations (SH)

To approve the change to the Financial Regulations based on the Internal Audit report.

Current wording (with amendment highlighted) in the Financial Regulations below :

1.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £10,000;
- a duly delegated committee of the council for items over £2,000; or
- the Clerk, in conjunction with Mayor or Chairman of the appropriate committee, for any items below £2,000.
- The Clerk Authorisation of routine expenditure within the agreed budget. (additional wording)

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FP028: Risk Registers (Cllrs / SH)

To review the Risk Register

FP029: Financial Report (SH/TP) reports to follow

Finance reports to 30th June 2019

- Bank Reconciliation inc reserve, earmarked funds (inc New Homes Bonus)
- Debtors report
- Profit and Loss
- Departmental Profit and Loss showing total income and expenditure

FP030: Tender specification for Internal Audit / Charity Audit (SH)

To review the tender specification and agree the next steps

FP031: Business Plan update (TP)

- Cost review update
- Budget process 2020/21

FP032: Agenda items for next meeting Monday 21st October 2019

New Finance Reports formal review