

**MINUTES OF THE SPECIAL FINANCE, POLICY & ADMINISTRATION
COMMITTEE MEETING HELD ON MONDAY 21 SEPTEMBER 2009 AT 7.00 PM
IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

PRESENT: Councillor Miss C J Geall, in the Chair

Councillors, J C Hedley, M McCormick and Miss J C S Sartin.

IN ATTENDANCE: Mrs N L Villa, Town Clerk
Mr S Davies, Responsible Finance Officer
Miss M Challis, Assistant to the Town Clerk (minutes)
Representatives from Grant Thornton UK LLP

120. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Mrs S M Newton, Dr L E Radford, P A Ruffles and Mrs B M Wrangles.

121. DECLARATIONS OF INTEREST

There were no declarations of interest.

122. THE MINUTES

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on Monday 29 June 2009 be approved as a correct record and the Chairman authorised to sign the same.

123. ACTION SHEET

The Town Clerk updated the Committee on the progress of the lease agreement of the second floor; remedial works are underway in preparation for the tenants due to occupy in December 2009.

The Chairman thanked the Town Clerk and the Responsible Finance Officer for securing repayment of fees from the previous Health and Safety contractor.

It was **RESOLVED** that:

The action sheet be received and noted.

124. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

125. COMMITTEE MEMBERSHIP

It was **RESOLVED** that:

The Committee approve the appointment of Councillors Mrs A Emsley and M McCormick as members of the Finance, Policy and Administration Committee.

126. INTERNAL AUDIT REPORT

The Committee received a report of the findings and recommendations of the internal audit conducted by East Herts Council in May 2009.

It was felt that the Internal and External Audits should co-ordinate with each other and that working with the External Auditor will develop the Internal Audit system to ensure that it is relevant to Hertford Town Council's scope and practice.

It was **RESOLVED** that:

- (a) The Committee note the findings of the Internal Auditor
- (b) The Committee approve the Review of Internal Audit for 2008/09 as adequate and effective and instruct the Town Clerk and Chairman to continue discussions with the External Auditor concerning ways to further improve scope and effectiveness of the Internal Audit.
- (c) The Committee approve the proposed Finance Risk Assessment with any new risks not previously captured, including counter party risks, to be added to the register as necessary.

127. EXTERNAL AUDIT REPORT

The Committee received a report of the findings and recommendations of the external audit conducted by Grant Thornton UK LLP.

Representatives from the company were present to give a detailed explanation of the report, and how their findings link with the final Statement of Accounts, as new disclosures are now required to meet with Standards of Recommended Practice (SORP).

Their comments were positive, and confirmed that Hertford Town Council's financial arrangements are adequate.

It was **RESOLVED** that:

- (a) The Committee approve the final version of the Annual Statement of Accounts.
- (b) The Committee approve the accounting policies that have been adopted therein.

- (c) The Committee approve that the Letter of Representation, as set out in the External Auditor's report be signed by the Town Clerk and the Responsible Finance Officer.

128. FINANCE – FIRST QUARTER INCOME AND EXPENDITURE FOR 2009/10

The Committee received a report on the first quarter income and expenditure for 2009/10, which included details of any significant favourable or adverse items.

It was suggested that budgeting for adverse items, either by virement or using reserves, should be discussed after the next quarter.

It was **RESOLVED** that:

The report on the income and expenditure for first quarter ending 30 June 2009 be noted.