



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 3<sup>rd</sup> March 2016 at 7.00pm.

#### Present:

Councillor M Brown (Chairman)

Councillor P Lower (Vice Chairman)

Councillors S Adeniji, P Boorman, B Burfield, R Hayder, R Honeyman, M Lambert and L Worcester.

Mr James Corrigan, Town Clerk - Seaford Town Council

Mrs Lucy Clark, Support Services Manager - Seaford Town Council (minutes)

2 members of the public

#### F22/03/16 Apologies

There were no apologies for absence.

#### F23/03/16 Disclosure of Interests

There were no disclosures of interest.

#### F24/03/16 Public Participation

*Sylvia Dunn*

*Questioned if the works currently being carried out in Southdown Road are the full works to the adopted road (leading to the Golf Club) and have the Council resolved the issues. Asks whether additional costs incurred and what is the total costs including the initial £127K has it gone over.*

Town Clerk

Confirms that this is the completion of the highways works and that there will be additional costs because of delays due to agreements not in place and prevention to carry out works by ESCC. The actual additional costs are not known at this stage but will be reported when finalised.

*Fiona House*

*States that from previous minutes and budget reports, there have been three sums of money drawn from the general reserves and minuted to be returned when the Public Works Loan Board monies were received. The loan incorporated costs for the original design and planning costs, amended submission costs and detailed design fees totalling £132,035. Asks if it can be confirmed that this money was returned to the general reserves and if not, suggests that they be journalled correctly to ensure true costs of The View build are identified.*

*States that it has been identified that a catering report was sought and questions if this report is available to view? Asks whether it could be assumed that this report was the basis of the fit out cost which was seriously understated and questions if there is any scope to make a claim against the catering consultant for issuing a report not being fit for purpose given the additional fund not being budgeted or included in the loan?*

*Asks the Committee to confirm that due diligence is followed when engaging contractors for example limited companies are registered to provide the service given.*

Town Clerk

Advises that dealing with limited companies rather than private companies would not make a difference to the service given and that in some previous experiences limited companies have caused more problems. Seaford Town Council has draft anti bribery and money laundering policies in place which will be coming up for adoption in due course.

Informs that is not familiar with the three sums of money coming from general reserves and advises that this will be investigated to see what has happened and where these monies were paid from.

Advises that not familiar with a catering consultant being sought so is unable to provide any comment at this time but will investigate further and welcomes the offer of further information being provided by Fiona House.

**F25/03/16 Finance Report**

**F25.1 Receipts, Payments and Bank Reconciliation for December 2015 to December 2016**

Members considered report 144/15 regarding receipts, payments and bank reconciliations for December 2015 to January 2016.

**F25.1.1** It was **RESOLVED** to **NOTE** the total receipts of £66,266.21 and total payments of £143,338.29 for December 2015 with a balance to carry forward of £458,414.23.

**F18.1.2** It was **RESOLVED** to **NOTE** the total receipts of £54,502.97 and total payments of £129,446.16 for January 2016 with a balance to carry forward of £383,471.04.

**F25.2 Finance Report – Income & Expenditure for the period of 1 April 2015 to 31 December 2016**

Members considered report 145/15 informing of income and expenditure for the periods between 1<sup>st</sup> April 2015 and 31<sup>st</sup> January 2016 compared to the annual budget.

Members asked for clarity on certain income and payments regarding public seating, professional fees, building maintenance costs and Hurdis House income.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

**F26/03/16 Second Internal Audit Report for 2015-16**

**F26.1 To receive the Second Internal Audit Report from Mulberry & Co Ltd for 2015-2016**

Members considered report 146/15 informing members of the Internal Auditors report for 2015-2016.

Members asked for clarity on certain items regarding the brewers report; the Pro Shop income and staff; and the internal auditors scope of reference and plan.

**F26.1.1** It was **RESOLVED** to **NOTE** the Internal Auditors Report as detailed in Appendix A.



**F26.1.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B.

**F27/03/16 Internal Controls**

**F27.1 To update the Committee on the review of Internal Controls.**

Members considered report 147/15 updating them on the review of Internal Controls.

It was **RESOVLED** to **DELEGATE** power to the Town Clerk to review the Internal Controls internally by 31<sup>st</sup> March 2016.

**F28/03/16 Council Risk Assessments**

**F27.1 To update the Committee on the Financial Risk Assessments and Strategy.**

Members considered report 148/15 updating them on the Financial Risk Assessments and Strategy.

It was **RESOLVED** to **DELEGATE** power to the Town Clerk to carry out the risk assessments of the Council and to take appropriate action.

**F29/03/16 Insurance Policy Renewals**

**F29.1 To advise members of the insurance renewal status and tendering process.**

Members considered report 149/15 informing them of the insurance renewal status and tendering process.

Members asked for clarity on the nature of the delays.

It was **RESOLVED** to **DELEGATE** authority to the Town Clerk in consultation with the Chairman of this Committee and the Mayor to award the successful insurance contract following the tender selection process.

**F30/03/16 Fees for use of Council Facilities**

**F30.1 To advise members of the proposed new fee structure for the use of Council Facilities during 2016-17.**

Members considered report 150/15 informing them of the insurance renewal status and tendering process.

It was **RESOLVED** to **APPROVE** the proposed new fee structure for the use of Council Facilities during 2016-17.

The meeting closed at 19:58.



Cllr Mark Brown  
Chairman

