

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



24 July 2019

Dear Councillor,

RE: Finance and Strategic Planning Committee

You are hereby summoned to attend an Administration and Finance Committee meeting to be held on **Monday 29 July 2019**, commencing at **5pm**, in the **Committee Room (60 Welton Road)**.

The agenda for the meeting is set out below.

Town Clerk

Agenda

Committee Members: Cllr Brogden, Cllr S. Duckles, Cllr Credland, Cllr Luckraft, Cllr Bentley and Cllr Rowe.

No	Item
	<u>Procedural items</u>
1	Appointment of a Committee Chairman Committee to consider the appointment of a Committee Chairman for the 2019-20 municipal year.
2	Appointment of a Committee Vice-Chairman Committee to consider the appointment of a Committee Vice-Chairman for the 2019-20 municipal year.
3	Apologies Committee to note any apologies, the reasons given for absence and consider acceptance of them.

Chairman 2019-2020 Councillor Martin Credland

4	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest.
5	Minutes of the meeting held on 30 April 2019 Committee to consider approving the minutes as a true and proper record.
6	Minutes of the extraordinary meeting held on 28 May 2019 Committee to consider approving the minutes as a true and proper record.
	<u>Business items</u>
7	Budget report - Quarter 1 2019-20 Committee to note and consider the budget report for the first quarter of the financial year.
8	Internal Audit report - Quarter 1 2019-20 Committee to note and consider the internal audit report for the first quarter of the financial year.
9	Events and Publicity Committee Committee to consider the following request from the Events and Publicity Committee in relation to budget, that: <ul style="list-style-type: none"> i. A virement of £788 be made from the grants line (4235) to the events budget line (4500) to cover the grant expenditure, and; ii. A virement of £1,000 be made from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend.
10	Officer printer update Committee to receive an update relating to settlement of the officer printer contracts.
11	Review of the Asset Register Committee to review an updated version of the Asset Register.
12	Appointment of an Internal Auditor 2019-20 Committee to note the specification approved at the last ordinary meeting of the Committee and to consider appointing Tony Whitley as the internal auditor to the Town Council up to the end of the first quarter in 2020-21.
13	Purchase of a large screen Committee to consider the purchase of a large screen and computer equipment for installation in the Committee Room, 60 Welton Road, Brough. At the last meeting of the Planning Committee a number of councillors suggested that the matter be investigated by the Town Clerk and the matter be brought to the attention of this Committee.

	<p>Committee to consider giving the power to the Town Clerk to purchase a 55" (or larger) screen and wall bracket at a cost of no more than £600 (excluding VAT).</p> <p>Committee to note and consider a quote from MnB Computing of a Dell Optiplex 3060 (i3, 4gb RAM, 128gb SSD) computer at a cost of £329.82 +VAT and a Dell wall bracket £25 +VAT.</p> <p>Funding for the screen and associated equipment would come from the Office Equipment 4365 budget line which has £1,000 in it for the 2019-20 financial year.</p>
	<u>Next meeting</u>
14	<p>Items for inclusion on the next meeting agenda Members may use this opportunity to raise items for discussion at future Committee meetings.</p>
15	<p>Date and time of the next meeting Committee to consider confirming the date and time of the next ordinary meeting as Monday 28 October 2019 at 5pm in the Committee Room of the Council Offices (60 Welton Road).</p>

ITEM 5

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

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Minutes of the **Finance & Strategic Planning Committee** meeting held on **30 April 2019** in the **Committee Room**.

Committee Members Present: Cllr K. Galbraith, Cllr T. Galbraith, Cllr Luckraft, Cllr Credland (Chairman), Cllr Brogden, Cllr C. Duckles and Cllr S. Duckles (Vice-Chairman)

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
A18.47	Apologies No apologies were received.
A18.48	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
A18.49	Minutes of the meeting held on 25 March 2019 Cllr S. Duckles proposed, seconded by Cllr Luckraft, that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
A18.50	Office phone and internet services Cllr Brogden proposed, seconded by Cllr Luckraft, that: <ul style="list-style-type: none"> i. A new arrangement with KCOM in the form of the 'Lightstream Ultra' package be set up at £65 per month, and; ii. the Clerk seeks permission for installation of 'Lightstream' at the office (60 Welton Road). RESOLVED: Committee resolved that a new arrangement for office phone and internet services be established.

Signature: Date:

<p>A18.51</p>	<p>Council payroll function Cllr S. Duckles proposed, seconded by Cllr Luckraft, that:</p> <ol style="list-style-type: none"> i. Council continue to outsource payroll arrangement with Turpin Bookkeeping Service at a cost of £30 plus VAT a month; ii. the Town Clerk be instructed to make the monthly payments in relation to the payroll function, and; iii. the arrangement be reviewed again in April 2020. <p>RESOLVED: Committee resolved to continue to outsource the payroll arrangement above as set out in the proposal above.</p>
<p>A18.52</p>	<p>Internal audit specification Committee noted that the Council's Internal Auditor will be appointed later in the year.</p> <p>Committee reviewed the Internal Audit Specification and Cllr Brogden proposed, seconded by Cllr Luckraft, that it is fit for purpose and will be used to regulate future internal audit arrangements.</p> <p>RESOLVED: Committee resolved that the Internal Audit Specification is fit for purpose and will be used to regulate future internal audit arrangements.</p>
<p>A18.53</p>	<p>Tour de Yorkshire Community Grant Scheme Cllr Brogden proposed, seconded by Cllr Luckraft, that the following grants be approved under the Tour De Yorkshire 2019 grant scheme:</p> <ul style="list-style-type: none"> • £66.95 Petuaria Friendship Group • £120.99 Elloughton cum Brough In Bloom • £300 Petuaria Community Forum <p>RESOLVED: Committee resolved that the grants set out above be approved and the Town Clerk was instructed to arrange the grant payments.</p>
<p>A18.54</p>	<p>Office printer Cllr Credland proposed, seconded by Cllr S. Duckles, that the Town Clerk be instructed to make enquires about how the service arrangement and lease for the office printer could be terminated and that a budget of £500 be set aside as a contingency.</p> <p>RESOLVED: Committee resolved that the Town Clerk be instructed to carry out the actions set out above.</p>
<p>A18.55</p>	<p>Review of the Asset Register Cllr S. Duckles proposed, seconded by Cllr Luckraft, that the updated Asset Register, accurate as of 31 March 2019, be accepted.</p> <p>RESOLVED: Committee resolved that the updated Asset Register, accurate as of 31 March 2019, be accepted.</p>

Signature: Date:

A18.56	<p>Policy Review Cllr Brogden proposed, seconded by Cllr Luckraft, that the following, with some typos amended be recommended to the Annual Meeting of the Town Council on 14 May 2019 for approval:</p> <ul style="list-style-type: none"> • Standing Orders • Code of Conduct • Civic Protocol • Scheme of Delegation (includes terms of reference for the following committees: Environment Committee, Events and Publicity Committee, Finance & Strategic Planning Committee, Personnel Committee, Planning Committee and the Future Office Arrangements Working Party) • Financial Regulations (includes: Internal Controls, Annual Investment Strategy and Grant Policy) • Freedom of Information Policy • Publication Scheme and Guide of Information • GDPR Policy Pack (includes: BOYD Policy, Consent Form, Data Protection Policy, General Privacy Notice, Internal Privacy Notice, Privacy Policy and Subject Access Request Policy) • Document Retention Policy • Risk Management Policy and associated assessment <p>RESOLVED: Committee resolved that with some typos amended the list of policies above should be recommended to the Annual Meeting of the Town Council on 14 May 2019 for approval.</p>
	<u>Next meeting</u>
A18.56	<p>Items for inclusion on the next meeting agenda Members did not request any specific items be placed on the next agenda.</p>
A18.57	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting as Monday 29 July 2019 at 5pm, in the Committee Room of the Council Offices (60 Welton Road).</p>

Meeting started 2pm and closed 3pm

Document published on 7 May 2019

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

ITEM 6

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

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Minutes of the emergency meeting of the **Finance & Strategic Planning Committee** meeting held on **28 May 2019** in the **Committee Room**.

Committee Members Present: Cllr Luckraft, Cllr Bentley and Cllr Duckles (Chaired the meeting)

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
FS1/1920	<p>Apologies Apologies were received from:</p> <ul style="list-style-type: none"> • Cllr Credland (prior engagement) • Cllr Brogden (holiday) <p>RESOLVED: Committee resolved to note the apologies and reasons given.</p> <p>RESOLVED: Election of Chairman and Vice-Chairman would be deferred until the first ordinary meeting of the committee.</p>
FS2/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
	<u>Business items</u>
FS3/1920	<p>Office Printer Following a review of the current arrangements Cllr S. Duckles proposed, seconded by Cllr Bentley, that:</p> <ol style="list-style-type: none"> i. The settlement sum of £716.74 be accepted; ii. a budget of £500 be set aside from the contingency budget line to cover other costs; iii. the Town Clerk be instructed to terminate the hire and service agreements relating to the office printer (447dw), and; iv. a report be made to the next meeting of the Committee.

Signature: Date:

FS3/1920.1	RESOLVED: Committee resolved that the settlement sum be accepted and that the Town Clerk be instructed to terminate the agreements as set out above.
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Meeting started 6:30pm and closed 6:55pm

Document published on 29 May 2019

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

ITEM 7

2019-20 First Quarter Budget Monitoring Report



Committee: Administration & Finance Committee
Report Author: Tom Clay, Town Clerk
Report Date: 2 July 2019

1. Overview

- 1.1 The report will outline the Town Council's position at the quarter end of the 2019-20 financial year and acts as the principle budget monitoring document.
- 1.2 A summary will be provided in the body of the report along with specific matters for members to consider and a recommendation at section 4.
- 1.3 Appendix A contains a reconciliation of amounts held in the Town Council's accounts as of the 30 June 2019.

2. Summary

- 2.1 For the budget as a whole it is difficult to predict this early in the year if there will be an overspend or underspend. Detailed budget monitoring figures can be found at appendix B.
- 2.2 The Town Council set out in its 2018-19 budget that it expected income of £169,512 in 2019-20. At the end the quarter the total figure for income was £84,586.
- 2.3 The 2018-19 budget set out that the Town Council expected payments totalling £169,512 for the current financial year. At the end of the quarter the total figure for payments was £52,519.

3. Specific Matters

- 3.1 In the section below the Town Clerk/RFO has highlighted specific matters for members to consider further or note.

Income

- 3.2 Several lines show income beyond what was expected, such as: Grants (1105), Other Income (1990) and Events Income and Donations (1100). None of these matters are an issue for concern at this stage, but they should be monitored and taken into account during further budget setting rounds.
- 3.3 The only matter of concern exists around the Petuarium Press Advert line which is unlikely to reach its budget target of £2,000 based on the previous year's outturn.

Expenditure

- 3.4 4225 Insurance. This line has experienced a considerable overspend. The overspend came about following a review of the asset register last year which showed that a

number of items were not insured or underinsured. In the future the budget will need to be increased.

- 3.5 4360 Office Printer. There is an overspend with this line, but the issues with this line have largely been resolved.
- 3.6 140 Events and Publicity Lines. There are several issues related to lines in this Committee's area of responsibility which are set out in a separate report presented to the July 2019 meeting of the Committee.

4. Other Matters

- 4.1 **Virements.** There has been one virement to date of £1,000 from the contingency budget line (4995) to the events budget line (4500).
- 4.2 **Petty Cash.** Controls are in place around the petty cash and there is currently nothing to report.
- 4.3 **Audit.** The external audit for 2018-19 is currently taking place and will be completed by the end of August 2019. The internal audit process for 2019-20 is underway and the audit of the first quarter has taken place and will be considered by the Committee at the June 2019 meeting.
- 4.4 **VAT.** A claim of £382 for the fourth quarter (1 January 2019 – 31 March 2019) of the 2018-19 financial year was submitted and received in the current financial year. A reclaim for the first quarter (1 April 2019 – 30 June 2019) will be submitted soon.
- 4.5 **Investment.** The investment account with NS&I contains £31,523 and is likely to accrue approximately £220 of interest in early January 2020. Committee members might in future years wish to consider increasing the amount held in the investment account or consider other investment products which could provide higher interest.

5. Recommendation

- 5.1 It is recommended that members note the comments of the Town Clerk/RFO above and consider undertaking any actions described in the report.

Appendix A – Bank Reconciliation 30.06.2019

ELLOUGHTON CUM BROUGH TOWN COUNCIL

Bank Reconciliation

ACCOUNTS RECONCILED TO: 30/06/2019

General Fund - Movement

Amount Shown Bank Statement 31/05/2019	£161,220.15
Add receipts	£2,666.14
Less payments	£11,186.78
Total	£152,699.51

General Fund - Reconciliation

Amount Shown Bank Statement	£152,699.51
Less Unrepresented Cheques	£0.00
Balance A	£152,699.51

Petty Cash

Reconciled to 30.06.2019	Balance B	£200.00
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NS&I Investment

Statement 31.12.2018	Balance C	£31,523.04
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TOTAL FUNDS AVAILABLE ON: 30/06/2019

Balance (A+B+C=D) D	£184,422.55
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Appendix B – Budget Monitoring Table 2019-20

Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
FINANCE & STRATEGIC PLANNING												
100 Administration												
1076	Precept	0	159,275	0	0	160,742	0	160,742	80,371	164,761	0	0
1090	Interest Received	0	227	0	0	220	0	220	0	226	0	0
1100	Events Income & Donations	0	595	0	0	0	0	0	0	0	0	0
1105	Grant	0	300	0	0	0	0	0	3,025	0	0	0
1990	Other Income	0	2,605	0	0	50	0	50	166	51	0	0
	Total Income	0	163,002	0	0	161,012	0	161,012	83,562	165,038	0	0
4210	Audit Fees	0	1,639	0	0	1,350	0	1,350	0	1,384	0	0
4215	Professional Fees	0	2,183	0	0	500	0	500	130	513	0	0
4220	Subscriptions & Memberships	0	1,502	0	0	1,500	0	1,500	1,584	1,538	0	0
4225	Insurance	0	1,534	0	0	1,600	0	1,600	2,450	1,640	0	0
4235	Grant Funding	0	12,680	0	0	15,000	0	15,000	0	15,375	0	0
4236	Annual Grant	0	0	0	0	0	0	0	11,500	0	0	0
4245	Section 137 Expenditure	0	150	0	0	350	0	350	0	359	0	0
4300	Office Rent	0	5,977	0	0	7,800	0	7,800	1,950	7,995	0	0
4305	Room Hire	0	0	0	0	0	0	0	65	0	0	0
4310	Property Maintenance	0	124	0	0	500	0	500	0	513	0	0
4320	Office Servicing & Insurance	0	2,841	0	0	3,100	0	3,100	167	3,178	0	0
4340	Utilities	0	706	0	0	1,120	0	1,120	299	1,148	0	0
4350	Telephone & Broadband	0	1,468	0	0	1,150	0	1,150	201	1,179	0	0
4355	Office 365	0	0	0	0	0	0	0	207	0	0	0
4360	Office Printer	0	1,038	0	0	850	0	850	1,120	871	0	0

Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Carried Forward		
4370 Stationery & Postage	0	884	0	0	800	0	800	342	820	0	0	
4530 Other Comms (non-events)	0	0	0	0	100	0	100	0	103	0	0	
4990 Sundries	0	235	0	0	52	0	52	0	53	0	0	
4995 Contingency	0	0	0	-1,000	5,200	0	4,200	0	5,330	0	0	
Overhead Expenditure	0	32,960	0	-1,000	40,972	0	39,972	20,015	41,999	0	0	
Movement to/(from) Gen Reserve	0	130,041			120,040		121,040	63,546	123,039			
999 VAT Data												
115 VAT on Receipts	0	5,304	0	0	5,000	0	5,000	382	5,125	0	0	
Total Income	0	5,304	0	0	5,000	0	5,000	382	5,125	0	0	
515 VAT on Payments	0	4,844	0	0	5,000	0	5,000	1,323	5,125	0	0	
Overhead Expenditure	0	4,844	0	0	5,000	0	5,000	1,323	5,125	0	0	
Movement to/(from) Gen Reserve	0	460			0		0	(941)	0			
FINANCE & STRATEGIC PLANNING - Income												
Expenditure	0	168,306	0	0	166,012	0	166,012	83,943	170,163	0	0	
Movement to/(from) Gen Reserve	0	37,805		-1,000	45,972	0	44,972	21,338	47,124	0	0	
	0	130,501			120,040		121,040	62,605	123,039			

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Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Carried Forward		
ENVIRONMENT												
130 Environment												
1130 Allotment	0	586	0	0	600	0	600	600	0	615	0	0
Total Income	0	586	0	0	600	0	600	600	0	615	0	0
4070 Street Cleaning	0	2,142	0	0	2,500	0	2,500	0	2,563	0	0	0
4260 Allotments	0	586	0	0	600	0	600	600	598	615	0	0
4310 Property Maintenance	0	2,951	0	0	2,000	0	2,000	2,000	36	2,050	0	0
4311 Grounds Maintenance	0	7,615	0	0	8,000	0	8,000	8,000	0	8,200	0	0
4330 External Testing H&S	0	418	0	0	830	0	830	830	0	851	0	0
4380 Capital Projects	0	8,424	0	0	5,000	0	5,000	5,000	0	5,125	0	0
4400 Christmas Lighting	0	3,137	0	0	5,000	0	5,000	1,124	5,125	0	0	0
4410 Footway Lighting Maintenance	0	1,530	0	0	3,810	0	3,810	0	3,905	0	0	0
4430 Play Area & Equipment	0	429	0	0	3,000	0	3,000	280	3,075	0	0	0
4440 Salt Bins	0	340	0	0	1,250	0	1,250	1,230	1,281	0	0	0
4450 Street Furniture	0	865	0	0	3,000	0	3,000	0	3,075	0	0	0
Overhead Expenditure	0	28,437	0	0	34,990	0	34,990	3,267	35,865	0	0	0
Movement to/(from) Gen Reserve	0	(27,851)			(34,390)		(34,390)	(3,267)	(35,250)			
ENVIRONMENT - Income	0	586	0	0	600	0	600	0	615	0	0	0
Expenditure	0	28,437	0	0	34,990	0	34,990	3,267	35,865	0	0	0
Movement to/(from) Gen Reserve	0	(27,851)			(34,390)		(34,390)	(3,267)	(35,250)			

Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
EVENTS & PUBLICITY												
140 Events & Publicity												
1100 Events Income & Donations	0	19	0	0	0	0	0	0	613	0	0	0
1110 Sponsorship	0	1,307	0	0	900	0	0	900	30	923	0	0
1115 Petuaria Press Adverts	0	421	0	0	2,000	0	0	2,000	0	2,050	0	0
Total Income	0	1,747	0	0	2,900	0	0	2,900	643	2,973	0	0
4500 Events	0	1,869	0	1,000	3,000	0	0	4,000	1,838	3,075	0	0
4501 Art Exhibition	0	0	0	0	0	0	0	0	1,558	0	0	0
4505 Other Events	0	705	0	0	200	0	0	200	0	205	0	0
4510 Petuaria Press	0	4,211	0	0	5,000	0	0	5,000	2,978	5,125	0	0
4515 Map & Walk leaflets	0	0	0	0	300	0	0	300	0	308	0	0
4520 Website	0	0	0	0	100	0	0	100	0	103	0	0
Overhead Expenditure	0	6,784	0	1,000	8,600	0	0	9,600	6,374	8,816	0	0
Movement to/(from) Gen Reserve	0	(5,037)			(5,700)			(6,700)	(5,731)	(5,843)		
EVENTS & PUBLICITY - Income												
Expenditure	0	1,747	0	0	2,900	0	0	2,900	643	2,973	0	0
Movement to/(from) Gen Reserve	0	6,784	0	1,000	8,600	0	0	9,600	6,374	8,816	0	0
Movement to/(from) Gen Reserve	0	(5,037)			(5,700)			(6,700)	(5,731)	(5,843)		

Annual Budget - By Committee

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Agreed	EMR	Carried Forward
PERSONNEL												
110 Personnel												
4000 Salary	0	45,559	0	0	76,000	0	76,000	13,073	77,900	0	0	0
4010 PAYE & NI	0	13,326	0	0	0	0	0	4,159	0	0	0	0
4020 Pension	0	17,530	0	0	0	0	0	4,388	0	0	0	0
4060 Staff Other Expenses	0	18	0	0	30	0	30	0	31	0	0	0
4200 Training Staff	0	899	0	0	1,000	0	1,000	99	1,025	0	0	0
4201 Training Members	0	216	0	0	1,500	0	1,500	0	1,538	0	0	0
4230 Member Travel & Costs	0	0	0	0	70	0	70	0	72	0	0	0
4335 Office Testing H&S	0	44	0	0	350	0	350	220	359	0	0	0
4365 Office Equipment	0	819	0	0	1,000	0	1,000	0	1,025	0	0	0
Overhead Expenditure	0	78,410	0	0	79,950	0	79,950	21,940	81,950	0	0	0
Movement to/(from) Gen Reserve	0	(78,410)			(79,950)		(79,950)	(21,940)	(81,950)			
PERSONNEL - Income												
Expenditure	0	78,410	0	0	79,950	0	79,950	21,940	81,950	0	0	0
Movement to/(from) Gen Reserve	0	(78,410)			(79,950)		(79,950)	(21,940)	(81,950)			
Total Budget Income												
Expenditure	0	170,639	0	0	169,512	0	169,512	84,586	173,751	0	0	0
Movement to/(from) Gen Reserve	0	151,436	0	0	169,512	0	169,512	52,919	173,755	0	0	0
Movement to/(from) Gen Reserve	0	19,203			0		0	31,667	(4)			

ITEM 10

Office Printer Update Report

Committee: Finance and Strategic Planning

Report Author: Tom Clay, Town Clerk

Report Date: 15 July 2019



- 1.1 The report will outline the situation with the HP PageWide Pro MFP 477dw colour printer.
- 1.2 Up to mid-June 2019 the Town Council had two formal contractual arrangements:
 - i. A hire agreement with Siemens Financial Service for the lease of the equipment, and;
 - ii. a service agreement with Altodigital.
- 1.3 At an extraordinary meeting of the Committee held at the end of May 2019 resolved the following (minute FS3/1920):

Office Printer

Following a review of the current arrangements Cllr S. Duckles proposed, seconded by Cllr Bentley, that:

- i. The settlement sum of £716.74 be accepted;*
- ii. a budget of £500 be set aside from the contingency budget line to cover other costs;*
- iii. the Town Clerk be instructed to terminate the hire and service agreements relating to the office printer (447dw), and;*
- iv. a report be made to the next meeting of the Committee.*

RESOLVED: Committee resolved that the settlement sum be accepted and that the Town Clerk be instructed to terminate the agreements as set out above.

- 1.4 Since that resolution Siemens, via direct debit, took £716.74 from the account followed by a further amount of £108.50 (rental arrears). The Town Council was credited by Siemens with £116.14 by mistake, the amount has since been returned.
- 1.5 A settlement figure of £160.79 was reached with Altodigital for the service arrangement and £40 for consumables in May/June 2019. The amount was taken from the Town Council's account in mid-July 2019.
- 1.6 The Town Council is still chasing £106.08 credit, which Altodigital took in error and agreed to return.
- 1.7 Once the £106.08 credit payment is made to the Town Council that matter with the printer will have been brought to a close.
- 1.8 Please note that all the figures above exclude VAT which can be reclaimed by the Town Council.

ITEM 11

Description of Asset	Location	Proxy Cost at 31/03/2019	Additions	Disposals	Proxy Cost at 31/03/2020	Replacement Value (For Insurance)	Notes
Land and long-term leases							
Elloughton Village Green	Main Street and Church Lane	£1	£0	£0	£1	£0	S8 Commons Registration Act 1965
Half Moon Green and Pump Green	Front of the Half Moon Pub and Pharmacy	£1	£0	£0	£1	£0	S8 Commons Registration Act 1965
Pirfield Green and Cow Lane	Pirfield Green and Cow Lane	£1	£0	£0	£1	£0	S8 Commons Registration Act 1965
Coronation Copse	Station Road and Saldground Road	£1	£0	£0	£1	£0	S8 Commons Registration Act 1965
St. Mary's Green	End of St Mary's Close	£1	£0	£0	£1	£0	Freehold
(Section of) Main Drain and Footpath 4	Rear of Litordale, Lowerdale and Highham Way	£1	£0	£0	£1	£0	Freehold
War Memorial (land)	Corner of Welton Road and Skillings Lane	£1	£4	£0	£5	£0	25 Year Lease
Elloughton Road Play Area (land)	Elloughton Road Play Area	£1	£0	£0	£1	£0	99 Year Lease
Peuaria Community Centre (site and land)	Between Welton Road and Certurion Way	£1	£0	£0	£1	£0	25 Year Lease
Altoiment (land)	Buccaneer Way	£0	£380	£0	£380	£0	
Civic Regalia and Office Inventory							
Civic Regalia	Town Council office or with office holder	£4,250	£0	-£876	£3,374	£6,375	
Office Inventory	Town Council office	£11,018	£61	£0	£11,079	£11,018	
External Assets							
Defibrillators (two)	Methodist Church Welton Road and EYMS Stockbridge Road	£2,580	£0	£0	£2,580	£2,890	
War Memorial	Brough Corner (Welton Road)	£1,500	£0	£0	£1,500	£185,000	
Flag Pole	Brough Corner (Welton Road)	£1,298	£0	£0	£1,298	£1,545	
Shed (contents and sweepers barrow)	Grass area north of Elloughton Road Play Area	£2,000	£385	£0	£2,385	£2,385	Proxy - Slight increase following review in 2019
Play Equipment	Elloughton Road Play Area	£87,466	£0	-£2,857	£84,609	£87,466	Proxy - Decrease following review in 2019
Bus Stops	Elloughton Road and Main Street (Elloughton)	£10,102	£0	£0	£10,102	£10,102	Proxy - Decrease following review in 2019
Green space fencing and ornaments	Various	£4,966	£0	-£2,890	£2,076	£0	Proxy - Slight increase following review in 2019
Litter Bins	Various	£11,302	£978	£0	£12,280	£12,307	
Seating	Various	£38,314	£0	£0	£38,314	£34,112	Proxy - Decrease following review in 2019
Lamp Columns	Various	£52,000	£1,000	£0	£53,000	£53,000	Proxy - One lamppost added after review
Noticeboards	Various	£12,707	£0	-£1,061	£11,646	£11,646	Proxy - One noticeboard found not to be TCs
Salt Bins	Various	£4,991	£2,761	£0	£7,752	£7,752	Proxy - Increase following review in 2019
		£244,502	£5,569	-£7,684	£242,387	£425,597	

ITEM 12

Anthony Whitley Quote for Internal Audit services for Elloughton cum Brough Town Council

Fixed Price of £875 per annum for the one year plus potential further two years

Structured as £175 for each of the first three quarterly reviews (q/e June, September and December) and £350 for the year end work

Compliance Areas/Framework

- Internal Audit requirements of "Governance and Accountability for Local Council's : A Practitioner's Guide"
- Design of and compliance with the Council's Financial Regulations
- Any other applicable accounting standard/codes/notices

Outputs

- Annual report for the Council's Annual Return and submitted for external audit
- Quarterly narrative report to the Council outlining work completed and findings against the compliance areas

Criteria Information

- Hourly work £65/hour for Internal audit work
- Associate of the Chartered Institute of Management Accountants. Member ID 1-MQ85
- Experience of this work on a voluntary basis for smaller councils
- No formal arrangements for maintaining continuity of service
- Based outside the area of the Council for independence
- Sole practitioner with password protected PC and anti virus software subscription
- Other services include payroll, book keeping and other accounting support

Provision of internal audit services

Committee: Finance and Strategic Planning
Author: Tom Clay, Town Clerk
Document Date: 18 April 2019



1. Background

- 1.1 The Town Council is a local authority established under the Local Government Act 1972. It performs the functions of a parish council for Elloughton and Brough.
- 1.2 For the 2018-19 financial year the precept will be £160,742 and a total of £169,512 payments are expected.
- 1.3 The Council employs 4 members of staff, including a full-time Town Clerk/RFO and a part-time Deputy Clerk, undertakes statutory functions and provides services, such as, a play area, grounds maintenance and organising public events.
- 1.4 The Council maintains its accounting records electronically. All transactions are processed in-house using predominantly manual systems. The payroll function is externally provided.
- 1.5 As a public body the Council is subject to statutory duties to disclose information it holds, including under the Freedom of Information Act 2000.
- 1.6 Further information about the Council, including Annual Returns, can be found at www.elloughtbrough-tc.gov.uk. The Town Clerk, Tom Clay, can be contacted on 01482 665600 or via email at: town.clerk@elloughtonbrough-tc.gov.uk.

2. Requirements

- 2.1 The Town Council is:
 - i. Required to prepare its accounts in the form of an 'Annual Return' prepared on a simplified receipts and payments basis;
 - ii. subject to external audit under the provisions of the Local Audit and Accountability Act 2014. The 'audit' comprises an assurance engagement leading to a limited assurance report, and;
 - iii. required to engage an internal auditor to undertake a review leading to a preform report included in the Annual Return.
- 2.2 Further information on the accounts and audit arrangements applicable to the Council may be found in *Governance and Accountability for Local Councils: A Practitioner's Guide* published by NALC. Please visit the following website to access the latest version <https://www.nalc.gov.uk/library/publications/>

3. Scope

- 3.1 The internal auditor must allow for provision of an annual internal audit that:
 - i. Meets the requirements set out in legislation and the *Governance and Accountability for Local Council's: A Practitioner's Guide*; and
 - ii. on a quarterly basis, review the accuracy of the Councils accounts (cashbook and reconciliation), as well as the design of and compliance with the Council's Financial Regulations (and other applicable policies).
- 3.2 The Town Council seeks written output comprising:
 - i. The Internal Auditor's Report included in the Annual Return, and;
 - ii. on a quarterly basis a narrative report detailing the scope of work undertaken, the findings from that work and any recommendations.
- 3.3 The annual internal audit covering arrangements and transactions for the year ending 31 March should be undertaken in April or May leading to final outputs no later than the sixth working day of June.
- 3.4 The internal audit will be arranged through a contract which will cover the internal audit for the year ended 31 March with an option to extend the cover for a further two years.
- 3.5 Fees will be payable on completion of all elements of each annual audit.
- 3.6 A fixed fee for the annual internal audit in accordance is sought.
- 3.7 For the year ended 31 March and subsequent years, the price may be increased by the movement in the Consumer Prices Index from 31 March to 31 March of the year in question.
- 3.8 Circumstances may arise where variations to the specification are required, including as a result of changes in the applicable internal audit requirements and the Town Council's assessment of the level of assurance it requires.

4. Criteria

- 4.1 Quotes will be evaluated in accordance with pre-determined criteria, which is as follows:
 - Quote given for the fixed fee and hourly rates for variations.
 - Skills, competence, capacity and professional qualifications.
 - Experience of undertaking similar types of work.
 - Arrangements for maintaining continuity of service.
 - No unusual proposed arrangements.
 - Independence and confidentiality and the identification of any threats to independence.
 - Proposals for acceptable safeguards to address those threats Arrangements for securing confidentiality of client information.
 - Provision of any additional services or guidance that may be of assistance to the Town Council.