



Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP
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Minutes of the Finance & General Purposes Committee Meeting on Monday 5th June 2023 at the Old Police Station, Kington

PRESENT	IN ATTENDANCE
Cllr. R. Banks	
Cllr. E. Banks	
Cllr. M. Fitton	
Cllr. F. Hawkins	Liz Kelso - Clerk
Cllr. P. Sell	Ruth Robinson – Assistant Clerk
Cllr. E. Rolls	

Agenda Item

- F&GP 009-23** 1 **Election of Chair**
Cllr. R. Banks was elected Chair of the committee to hold office for the forthcoming year.
Cllr. Banks signed a Declaration of Acceptance of Office.
- F&GP 010-23** 2. **Apologies, declarations of interest and requests for dispensation**
Apologies were noted from Cllrs. Bounds, R. Warne and M. Woolford. There were no declarations of interest and no requests for dispensation.
- F&GP 011-23** 3 **Election of Vice Chair**
This item was deferred to the next meeting.
- F&GP 012-23** 4. **Minutes of the previous meeting**
The minutes of the meeting held on 9th January 2023 were approved and the Chairman authorised to sign as a true record of proceedings at that meeting.
- F&GP 013-23** 5 **Report from the Internal Auditor for year ended 31.3.2023**
The recommendations of the Internal Auditor, Mulberry & Co., were considered in detail and accepted by the committee as priorities for action. It was agreed that the report was clear and accurate and would be presented to full council for consideration.
- Recommended action points would be considered further at the next meeting.
- F&GP 014-23** 6 **Draft Annual Governance and Accounting Return for year ended 31.3.2023**
The draft Annual Governance and Accounting Return for the year ended 31.3.2023 was reviewed in detail, noting the recommendations for the Annual Governance Statement by the Internal Auditor and the supporting documents for the Accounting Return, including

the explanation of variances and investment analysis. It was agreed that these be now put to Full Council for completion and approval as indicated.

- F&GP 015-23** 7 **Period for the Exercise of Electors Rights**
It was agreed that the period for the Exercise of Electors Rights would be recommended to Full Council as starting on Monday 12th June and ending on Friday 14th July. It was further agreed that any member of the public wishing to view the accounts in accordance with Electors Rights would be asked to make an appointment to ensure staff availability. Assistance from Councillors to manage this process may be required.
- F&GP 016-23** 8 **External Audit**
Members noted that as expenditure for the year was in excess of £200,000 for the year, an Intermediate Review would be required at external audit which requires submission of additional information to the external auditor. The deadline for submission is 30th June
- F&GP 017-23** 9 **Report from Financial Examiner**
Members noted the report from the Financial examiner covering the year to 31.3.2023 in particular in the light of the comments by the Internal Auditor and the implications of the Financial Regulations and that some matters referred to by the financial examiner had now been resolved.
- F&GP 018-23** 10 **Role of the Financial Examiner**
Members considered the role of the Financial Examiner in the light of the current Examiner and recommendations of the Internal Auditor. After some discussion it was agreed to retain the current role until such time as the financial regulations are reviewed, if appropriate.
- F&GP 019-23** 11 **Items for the next agenda**
The following items were raised for the next agenda:
- Management of cash balances
 - Asset Register Review
 - Updating Financial Examiner Guidelines
- F&GP 020-23** 12 **Date of the next meeting**
It was agreed that the next meeting of the F&GP Committee will take place on 17th July 2023 at 5.00pm in the Old Police Station, Market Hall Street.

There being no further business, the meeting was declared closed.

Chairman

Date: _____