



Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP
Telephone 01544 239098 email: clerk@kingtontowncouncil.gov.uk



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Minutes of the Finance & General Purposes Committee Meeting held on Monday 8th July 2019 in The Old Police Station.

PRESENT

IN ATTENDANCE

Cllr. E. Banks

Cllr. R. Banks

Cllr. T. Bounds

Cllr. R. Griffiths

Cllr. E. Rolls

Cllr. R. Widdowson

Liz Kelso - Clerk

Agenda Item

Actions

F&GP 001-19

1. **To elect a Chairman**

Cllr. R. Banks was elected Chairman of the Committee to hold office for the forthcoming year.

F&GP 002-19

2. **Apologies, declarations of interest and requests for dispensation**

There were no apologies, declarations of interest and no requests for dispensation.

F&GP 003-19

3. **Election of Vice Chairman**

Cllr. R. Griffiths was elected Vice Chairman of the Committee to hold office for the forthcoming year.

F&GP 004-19

4. **Committee Terms of Reference**

The Committee Terms of Reference were considered and some amendments suggested. These will be approved at the next meeting.

F&GP 005-19

5. **Minutes of the meeting held on 4th March 2019**

Subject to a small amendment to the numbering of agenda items, the Minutes of the meeting held on 4th March 2019 were confirmed and the Chairman authorised to sign them on behalf of the Committee as a true record of proceedings at that meeting.

F&GP 006-19

6. **Review of current expenditure against budget**

The review of current expenditure against budget was noted. It was agreed that items of recurring expenditure should be identified and a plan agreed to review such items of expenditure to be considered at the next F&GP Committee.

It was further agreed to reflect expected grant receipts in the budget review when next considered.

F&GP 007-19 7 **To review effectiveness of internal audit process**
Members considered the internal audit process for the year ended 31.3.2019 and agreed that the internal audit met the needs of the Town Council. It was further agreed that a proposal to engage the existing internal auditor be put to Full Council for the forthcoming year.

F&GP 008-19 8 **Proposal to purchase of accounting software**
Members considered a proposal that the current system of manual accounting be replaced with software designed for town and parish councils to improve accuracy and efficiency. Rialtas Suite Alpha Financial Management was considered and it was agreed that a recommendation to purchase this software be put to Full Council. The first year cost of this software, including training and set up costs, is expected to be in the region of £641.00 plus travel expenses with ongoing costs in the region of £170.00 per year.

F&GP 009-19 9 **Budgets**
It was agreed that Committees be encouraged to set a forward budget earlier than in previous years to allow for a more realistic forward plan to be put forward.

F&GP 010-19 10 **Annual Risk Review**
Members considered the draft Annual Risk Review and agreed to represent the information to use a numerical risk assessment in future.

Individual risk were discussed and steps available to mitigate those risks were identified. It was agreed that the Risk Review be updated and presented to the next meeting of the Committee for agreement.

F&GP 011-19 11 **Items for the next agenda**
In addition to items noted above, it was agreed to include long term planning on the agenda for the next meeting.

F&P-012-19 12 **Next Meeting**
It was agreed that the next meeting take place on Monday 12th August at 5pm in the Old Police Station.

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

Chairman

Date: _____