



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the **Finance & General Purposes Committee** held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 21 June 2012** at **7.00 pm**.

Present:

Councillor S Adeniji (Chairman)

M F Brown, R E Allen, M Buck, B Burfield, P L Franklin, S J Gauntlett, T Goodman,
A Hayder, L Wallraven.

Mr S Cooper and Mrs J Fox – Seaford Town Council.

2 Members of the public.

F&GP 1 Apologies for Absence and Declaration of Substitute Members

No apologies or substitutions were made

F&GP 2 Minutes

Members **AGREED** that the minutes of the meeting held on 19 April 2012 be **APPROVED**.

F&GP 3 Disclosure by members of personal or prejudicial interests in matters on the agenda

No disclosures of personal or prejudicial interest were declared

F&GP 4 Public Participation

Mr Bob Gower asked, following the approval of the planning application to rebuild the Golf Club facilities at Seaford Head, will this committee now assume the responsibility to oversee the preparation of a budget plan together with cash flow forecasts under due diligence, as to the profitability and viability of the proposed financial arrangements.

The Chairman advised that there was a working group but that it was not part of the F&GP Committee.

The Corporate Services Manager advised that all major decisions will be made by Council but that the F&GP Committee will maintain an oversight as is normal and in line with Financial Regulations.

F&GP 7 Internal Audit Report

F&GP 7.1 Final Internal Audit Report

Members considered report 34/12.

Members **AGREED** the report be **NOTED**.

F&GP 7.2.1 Appointment of Internal Auditor for 2012-13

Members considered report 36/12.

Members **AGREED** that quotation A (Auditing Solutions Limited) be Appointed.

F&GP 7.2.2 Delegation of Authority

Members **AGREED** to delegate authority to the Corporate Services Manager to negotiate suitable dates and the range and scope of work to be undertaken and to present an Audit Plan to the next meeting of this Committee.

F&GP 8 Financial Regulations Review

F&GP 8.1 Amendments to Financial Regulations

Members considered report 35/12.

Members requested that in future there be a margin prompt for the text changes as the current highlighting was not sufficient. It was also requested that an explanation covering the highlights be in the report to assist Councillors in the future.


The Corporates Services Manager said that he would look into whether or not the word system would allow the different highlighting of changes.

Paragraph 15.4 should be amended to read:

The RFO shall be responsible for periodic checks of all material stocks and stores at least annually.

The Financial Regulations were **AGREED** as amended.

F&GP 8.2 Submission of Financial Regulations

Members **AGREED** that the Financial Regulations as amended be submitted for adoption by Council on 16 August 2012. 

F&GP 9 External Audit Consultation