

SWANLEY TOWN COUNCIL

Minutes of a Meeting of the Finance & Audit Committee held at the Civic Centre, Swanley on Wednesday 17 June 2015

Present

Cllr V Southern (Chair)	Cllr L Dyball
Cllr T Searles (Vice Chair)	Cllr R Morris
Cllr J Barnes	Cllr E Komolafe
Cllr L Ball	

Also in attendance

Councillors

Cllr R Brookbank	Julie Pilbeam (Chief Executive)
Cllr J Halford	Lisa Saunders (Operations Director)
Cllr M Hogg	Geoff Mills (Democratic Services Officer)
Cllr H Willingale	James Sims (Finance Analyst)

Officers

The meeting opened at 8.00PM

Apologies for Absence

There were no apologies from any Councillors but because of family commitments Mr Barry Church (Global Energy Associates Ltd) was unable to attend for Item 8

Declarations of Pecuniary and Non-Pecuniary Interests

There were none.

Minutes

9782 It was **RESOLVED** that the Minutes of the Meeting held on 18 March 2015 be agreed and that they signed by the Chairman as a true record.

Review of Financial Regulations

9783 It was **RESOLVED** that the report be noted and Full Council be advised that the Committee does not wish to make any suggested amendments to the Councils current Financial Regulations.

Independent Auditors Report 2014/15

9784 It was **RESOLVED** that it be noted the report of the Independent Auditor would be submitted to the next meeting of the Committee.

Budget 2015/16 – Position to Date

During the course of discussion it was agreed that future reports should include details of the monthly opening and closing bar stock for each of the banqueting venues. Also each table of financial figures is to include the corresponding figures from the previous financial year. The Committee also asked that future reports include income received from the Golf Driving Range.

9785 It was **RESOLVED** that subject to future reports including the matters referred to in the paragraph above, the Budget report be received.

Financial Matters

(a) Monthly Payments – For (i) March and (ii) April 2015

(b) Bank – Cash and Investment Reconciliation as at May 2015

During the course of discussion on these reports the Finance Analyst Officer confirmed that the Council still had an account with Shawbrook and the Chief Executive said she would ascertain what arrangements had been agreed with the company in respect to that investment. As part of this discussion it was agreed that in future the investments which the Council placed with financial companies should be limited to 85k which was the maximum amount covered by the governments guarantee scheme.

9786 It was **RESOLVED** that the report be noted and

- (a) Future investments placed by the Council with financial companies be limited to a maximum of 85k.
- (b) The monthly payments for March and April 2015 be noted; and,
- (c) The reconciliation statement as at 27 May 2015 be approved and signed by Cllr Southern on behalf of the Council.

Report on Boiler Inspections

The Committee considered the Consultant's report into the condition of the boiler installations at the Civic Centre and each of the banqueting sites.

Section 4 of the Consultant's report set out a number of recommendations which, together with the rest of the report, the Committee agreed the Council should adopt as the basis for inviting four to five relevant and qualified companies to tender for the required installation works. Relevant companies should include any that were recommended by the boiler manufacturers. It was also agreed that any company seeking to tender should first be required to undertake an appropriate on-site survey before submitting their tender documentation and that this process should now be proceeded with as soon as possible. The Committee further agreed that a working Group of 3 members together with the Chief Executive should be appointed to consider the submitted tenders and to make a recommendation on the award of a contract.

9787 It was **RESOLVED** that

- (i) the recommendations set out in Section 4 of the Consultant's report be agreed and together with the rest of the report used to form the basis of a tender for the required installation works. Companies invited to tender should include any recommended by the boiler manufacturers,

- (ii) That any company seeking to tender should first be required to undertake an appropriate on-site survey before submitting their tender documentation and that this process should now be proceeded with as soon as possible, and;
- (iii) That Councillors J Barnes, T Searles and V Southern together with the Chief Executive be appointed to serve on the Working Group appointed to consider the submitted and to make a recommendation on the award of a contract.

Expenditure approved by the Chief Executive under Delegated Authority

9788 It was **RESOLVED** that the report be noted.

The meeting closed at 8.40 PM

Signed.....**Chairman**

Date: 22 July 2015