

## SWANLEY TOWN COUNCIL

### Minutes of a Meeting of the Finance & Audit Committee Held at the Civic Centre, Swanley on Wednesday 22 July 2015

#### Present

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

#### Also in attendance

##### Councillors

##### Officers

Cllr J Halford	Julie Pilbeam (Chief Executive)
Cllr M Hogg	Geoff Mills (Democratic Services Officer)

#### The meeting opened at 9.20 PM

#### Apologies for Absence

Apologies for absence from Cllr L Dyball were received and approved.

#### Declarations of Pecuniary and Non-Pecuniary Interests

There were none.

#### Minutes

**9815** It was **RESOLVED** that the Minutes of the Meeting held on 17 June 2015 be agreed and that they signed by the Chairman as a true record.

#### Independent Auditors Report

In presenting this report the Chief Executive said the Auditor had highlighted the steps which had already been taken to increase the controls over the Council's budget. She also said that the Council would soon be going through a recruitment process to appoint a Finance Officer who would report directly to her both in her role of Chief Executive and Responsible Finance Officer.

**9816** It was **RESOLVED** that the report be noted.

#### Financial Matters

- (a) 2015 Monthly Payments to 30 June 2015
- (b) Bank – Cash and Investment Reconciliation to 30 June 2015

(c) Budget to 30 June 2015

During the course of discussion Members of the Committee raised a number of points to which the Chief Executive responded accordingly. In particular the Chief Executive said she had personally undertaken a comprehensive review of both the Council's overall budget and the budgets for the individual Banqueting venues. As result she had introduced some new financial procedures and was now able to have confidence in the financial figures presented in these reports. Going forward everything would now be allocated against its relevant cost centre and in time future reports would include stock figures.

**9817** It was **RESOLVED** that:

- (a) The monthly payments to 30 June 2015 be noted;
- (b) The Reconciliation Statement as at 30 June 2015 be approved and signed by Cllr Searles on behalf of the Council.
- (c) The Budget to 30 June 2015 be noted

**9818** It was further **RESOLVED** that the financial figures for the venues would be reported to the meeting of the Swanley Banqueting Board taking place on Wednesday 29 July 2015.

#### **Reserves of the Council**

This report set out the measures recommended by the Chief Executive in order to bring the Council's reserves back into line with Council policy.

**9819** It was **RESOLVED** that the revised allocation of reserves as detailed in the report be approved.

#### **2014/15 Venue Financial Matters**

**9820** It was **RESOLVED** that the report be noted and that it be further noted that the Chief Executive was working on a report reviewing the income and expenditure of each of the banqueting venues which would be presented to a future meeting of the Swanley Banqueting Board.

The meeting closed at 9.50 PM

Signed ..... CHAIRMAN

Date: 16 September 2015