



Minutes of a meeting of the Finance and Resources Committee held on 16th October 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors G. Gudka (Chair), R. Baker, P. Clayton, M. Facey, R. Keen, A. Matthews, B. Metcalfe, S. Perry, C. Searing, B. Vickers

In attendance: N. Brooks (RFO), H. Hurley and two members of the public

Public Participation

A member of the public raised a TIMPS issue that will be forwarded as appropriate.

82.0.F23 To receive apologies for absence

Apologies were received from the Town Clerk.

83.0.F23 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

84.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 4th September 2023 and the extraordinary meeting held on 26th September 2023

The minutes of the previous meeting of the Finance and Resources Committee, held on 4th September 2023, and also the extraordinary meeting, held on 26th September 2023, were presented by the Chairman.

(Councillors Metcalfe and Clayton joined the meeting at this juncture)

Resolved that the minutes of the meeting held on the 4th September be taken as read, confirmed and signed by Councillor Matthews who chaired that meeting.

Resolved that the minutes of the extraordinary meeting held on the 26th of October be taken as read, confirmed and signed by the Chairman.

85.0.F23 Matters arising from previous minutes

There were no matters arising.

86.0.F23 To receive Chairs report

The Chairman reported that he was pleased that recent meetings supported local causes through the allocation of grants, although he was disappointed that there were not more applicants for the beautification grant.



The accounting system, with a cleaner set of budget codes and the work of a full time RFO is already of benefit.

87.0.F23 To receive the list of payments up to 9th September 2023

The list of payments attached to these minutes were noted and no queries were raised.

88.0.F23 To note the income and expenditure and earmarked reserves reports up to end of September 2023

The income and expenditure and earmarked reserves were noted and no queries were raised.

89.0.F23 To approve the bank reconciliation for September 2023

Resolved that the bank reconciliation was approved and signed by the Chairman.

90.0.F23 Office Accommodation Working Group update report and to agree expenditure required

Resolved that it is recommended to Council that funds be released from the Property Maintenance EMR to carry out a survey on the former school building and cost the works.

91.0.F23 To consider responding to the NALC consultation to update Model Financial Regulations

The Chairman gave an overview of the Model Financial Regulations and made suggestions on a response.

Resolved that Members forward suggestions to the Town Clerk and the Town Clerk prepares a response, in consultation with the Chairman and Vice Chairman.

92.0.F23 To receive feedback from internal check undertaken by Councillors Gudka and Matthews

A good process for conducting and documenting checks is in place and no particular issues were found.

93.0.F23 To receive cemeteries equipment update report

The report was noted.

94.0.F23 To note Interim External Audit report

The Chairman gave a brief summary to explain why the external auditor has not been able to complete certification. Some queries were raised and will be clarified.



95.0.F23 To appoint Internal Auditor for 2023/24

The Chairman gave an overview of the attached report. A discussion took place regarding the options.

Resolved that Hillside Business Services are appointed to carry out the internal audit for 2023/24.

96.0.F23 Date of next meeting

The next meeting of the Finance and Resources Committee will be held on 27th November 2023 at 7 pm.

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DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	entered into Rialtas
15/09/2023	Amazon	CN-GB-135362781-2023-437	Credit note - spray paint	-£36.00	-£7.20	-£43.20	y
17/09/2023	Amazon	GB3A7ZAABEY	letter trays	£10.12	£2.04	£12.16	y
19/09/2023	Amazon	GB3ABE8ABEY	computer accessories	£22.46	£4.51	£26.97	y
19/09/2023	Amazon	GB3AFLKABEY	extension lead	£14.45	£2.89	£17.34	y
21/09/2023	Amazon	GB3AHDDABEY	stationery	£9.00	£1.81	£10.81	y
21/09/2023	Amazon	GB3AKOEABEY	extension lead	£19.98	£4.00	£23.98	y
21/09/2023	Amazon	GB305634227	Toner for printer - Princess	£53.23	£10.64	£63.87	y
15/09/2023	Amazon	INV-GB-876295715-2023-325795	wall calender	£24.96	£5.00	£29.96	y
22/09/2023	Amazon	INV-GB-1374848515-2023-454	ethernet cable - RFO	£14.98	£3.00	£17.98	y
19/09/2023	Blueshift	4000-4095	Domain name renewal	£24.99	£5.00	£29.99	y
26/09/2023	Bravo		660 technician Princess - September	£1,125.00	£225.00	£1,350.00	y
26/08/2023	Bridgwater Mowers	89635	mower - Rangers	£749.17	£149.83	£899.00	fixed asset y
13/07/2023	Character Graphics	35963	Spring/Summer brochure Princess			£640.00	y
09/08/2023	Character Graphics	36083	posters Film Club - Princess	£40.00	£8.00	£48.00	y
15/09/2023	Character Graphics	36299	Autumn/Winter brochure Princess			£680.00	y
25/09/2023	Character Graphics	36337	Hansel & Gretel posters			£120.00	y
19/09/2023	Greenways	820	cemetery maintenance			£2,491.78	y
21/09/2023	GHT	INV 0000035096	Valuations of SS&L Building & Jaycroft Road	£1,000.00	£200.00	£1,200.00	y
25/09/2023	HBOS Carnival	Sep-23	advert - The Princess			£120.00	y
26/09/2023	Highspeed Training	INV_2034037	training - Princess	£164.00	£32.80	£196.80	y
27/09/2023	Skyburst	B3327	Firework display balance	£4,958.33	£991.67	£5,950.00	y
28/09/2023	Amazon	GB3B00ABEY	crafting paper	£11.80	£2.37	£14.17	y
18/09/2023	Amazon	INV-GB-1343761015-2023-9942	lanyards - Princess	£14.56	£2.92	£17.48	y
30/06/2023	LGRC	1589	Locum services - Jo Swift April 2023	£1,437.44	£287.49	£1,724.93	y
15/08/2023	LGRC	1636	Locum services - Fran Pridding June 2023	£3,080.22	£616.04	£3,696.26	y
18/09/2023	Microshade	18333	Desktop RFO	£616.00	£123.20	£739.20	fixed asset y
22/09/2023	National Theatre	SINRT1022548	NTL Good 20 Apr 2023 55% Net sales	£244.29	£48.86	£293.15	y
27/09/2023	Phillip Smith	PWS03	The Princess Theatre - programming consultant			£580.15	y
18/09/2023	Proper Job	Z0009T03-1459423	Multi purpose service spray	£2.08	£0.42	£2.50	y
20/09/2023	Proper Job	Z0009T03-1459657	Mini roller & tray	£6.25	£1.25	£7.50	y
26/09/2023	Proper Job	Z0009T03-1461142	double sided tape & trunking	£5.21	£1.04	£6.25	y
22/09/2023	Rialtas	31053	Bookings re-launch Group training	£500.00	£100.00	£600.00	y
12/09/2023	Screwfix	1413843395	site boots - Cemetery			£42.99	y
20/01/2023	SLCC	BK209110-1	National Planning Policy training - KN	£30.00	£6.00	£36.00	y
14/06/2023	SLCC	BK210872-1	Themed Summit Planning training - ED	£60.00	£12.00	£72.00	y
30/06/2023	SLCC	SD129-1	Job Advert - Gold Package	£395.00	£79.00	£474.00	y
31/01/2023	SLCC	SD557-1	3 x weeks gold package BOSH 013	£309.00	£61.80	£370.80	y
25/09/2023	TWC	49	window cleaning - Princess			£48.50	y
19/09/2023	Bridgwater Mowers	90051	Blower - cemeteries	£225.00	£45.00	£270.00	y
30/09/2023	Lyreco	6723633286	stationery - TC	£84.31	£9.36	£93.67	y
01/10/2023	Sansum	INV-10326	Cleaning - TC	£280.16	£56.03	£336.19	
02/10/2023	SALC	INV-2604	Affiliation fee Apr23-Mar24			£2,150.89	
28/09/2023	GT Building Services	15786	heating system check - Princess	£116.40	£23.28	£139.68	y
27/09/2023	KJ Cleaning Services	Princess T001	cleaning services - Princess			£375.00	y
30/09/2023	Bravo	675	Technician - Fleetwood Mac Songbook	£144.00	£28.80	£172.80	y
27/09/2023	James Hallam	527277106	Insurance - Fireworks	£1,521.00	£182.52	£1,703.52	y
05/10/2023	Hebden Arboriculture	1193	Health assessments trees - cemeteries			£440.00	
21/09/2023	Amazon	INVGB1220239212023145029	Ronseal woodstain	£65.34	£13.06	£78.40	y
08/10/2023	Microshade	18371	IT services	£955.92	£191.18	£1,147.10	
28/09/2023	Proper Job	Z0009T03-1461568	PSE single x 2	£7.50	£1.50	£9.00	y
02/10/2023	Fleetwood Mac Songbook	INV0071	performance settlement - Princess			£1,822.53	
06/07/2023	Burnham Book Festival	1001	Box office settlement			£1,421.14	y

09/10/2023	Business Waste Ltd		9630	waste disposal	£22.00	£4.40	£26.40
30/09/2023	Morland Hub	INV-0339		Hall hire			£30.00
26/09/2023	Otis	23056480/U1		Maintenance - Princess Theatre	£116.28	£23.26	£139.54
07/09/2023	Spansec		228050	Repair junction box - Princess Theatre	£65.00	£13.00	£78.00
06/10/2023	Best of the West		929790	Merchandise - Princess Theatre	£343.24	£68.64	£411.88

Cashbook payments

Somerset Council	Sep-23	pension payment	£7,548.86
Somerset Youth Theatre		Grant approved at F&R Committee on 4th September	£2,500.00
Burnham & District Pantomime Society		Grant approved at F&R Committee on 4th September	£2,500.00
King Alfred Amateur Boxing Club		Grant approved at F&R Committee on 4th September	£500.00
Burnham Chamber of Trade		Christmas lights switch ceremony approved at TIMPS Committee on 11th September	£3,786.00
Prim n Proper		Grant approved at F&R Committee on 26th September	£720.00
Pre-paid top up			£500.00
Seabreeze		Grant approved at F&R Committee on 26th September	£305.00
			<u>£51,816.92</u>

Report for councillors: Appointing Internal Auditor

Issued to: Finance & Resources Committee – 16th October 2023

Background

We have been trying to obtain estimates from Internal Auditors registered with The Internal Audit Forum (The Internal Audit Forum is a professional body to support independent Internal Auditors and to ensure that a high standard of internal controls review is undertaken, country wide). There are only a handful of Internal Auditors registered that cover the Somerset area and unfortunately many are already fully booked.

The internal audits are carried out twice per year and include a review of the year end accounts and completion of the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR)

Estimates

IAC Audit & Consultancy Ltd

Charges are £395 per day for two days per year (Total £790). Should the Council choose to appoint for 3 years then a 5% discount would apply to the fees.

IAC have carried out the Internal Audits since 2013.

Hillside Business Services

Charges are £22 per hour. The number of hours vary as it is subject to the quality of information provided, the amount of internal audit queries raised and also subject to any further update/additional testing required in line with the JPAG. It is anticipated it would take approximately 14 hours.

Audits are completed remotely, but if a visit to the office is required, the travel time will be charged at the normal hourly rate plus £0.45 per mile.