



WISBECH TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE

7 JANUARY 2018 – 7.30 pm

MINUTES OF MEETING

Present: Councillor Oliver, Chairman; Councillors Balsevics, Miss Hoy, Hill, Human, Miss Oliver, Tibbs, Tierney and Wing.

Apologies: None (all members were present).

Public Participation: None requested.

The minutes of the meeting of the Policy and Resources Committee held on 26 November 2018 were confirmed and signed.

R12/18 Internal Audit of governance and accounts arrangements for the financial year 2018/19

The Clerk (and RFO) reported on the mid-year inspection undertaken by the Internal Auditor in relation to the council's governance and accounting arrangements. He mentioned that the focus of the mid-year inspection is the council's governance arrangements; the year-end inspection focuses upon the financial arrangements and the year-end accounts.

In summary, the council's Internal Auditor states that

- she is pleased to see that the council had considered seriously, when setting the draft budget for the financial year 2019/20, the actual costs involved in maintaining and administering its growing number of assets and that, as a result of good financial management in the current financial year, predicted year-end general financial reserves would be circa £70,000 (a significant increase in the level held at the end of the financial year 2017/18)
- she understands that, due to the considerable work undertaken by volunteers, Wisbech Castle now has a popular café, the gardens had been transformed and the main building had been renovated; she notes that activity at Wisbech Castle is generating income. The Internal Auditor comments that she wishes to see, at the financial year-end, evidence that the council is undertaking fairly rigorous health and safety procedures for the volunteers and that there are separate income and expenditure year-end accounts for Wisbech Castle. She mentions her understanding that the Town Council is awaiting the results of an inspection by officers of the County Council to establish whether the Town Council had met its obligations, in terms of repair works to Wisbech Castle, under the lease agreement
- she is satisfied that: the council is meeting all of its obligations as an employer; all members had signed a Declaration of Office and completed Register of Interest forms; all committees are operating well; the council has in place necessary insurance policies
- there is a need for the council to "refresh" its Assets Register.

Members commented that they are pleased to see that the Internal Auditor had made very positive comments in relation to the manner in which Wisbech Town Council is currently operating its governance and accounts arrangements.

Members decided that the situation be noted.



R13/18 Wisbech Town Council’s Accounts 2018/19

The Clerk (and RFO) reported to members on the council’s financial position as at the end of quarter three of the financial year 2018/19; he gave explanations as to variations between the estimated income and expenditure for the first quarter of 2018/19 and the actual financial position as at 31 December 2018.

As at 31 December 2018, the council had received 134.99% of the estimated annual income and had incurred 78.97% of its estimated annual expenditure. This high level of income, way above the budget estimate proportion (i.e. 75%), is due mainly to the receipt from Cambridgeshire County Council of the £150,000 loan for repair works to Wisbech Castle.

The Clerk (and RFO) responded to members’ questions on the council’s income and expenditure position for the third quarter of the financial year 2018/19. Members thanked the Clerk (and RFO) for the detail and clarity of the information that he had provided and for the manner in which the council’s financial position is being managed.

Councillor Tierney commented upon the financial success to date of Wisbech Castle, which had generated income from events and activities in the main building and from sales in the café totalling almost £3,500 during the second and third quarters of the current financial year.

Members decided, on the proposal of Councillor Human, seconded by Councillor Wing, that

- (1) the information reported by the Clerk (and RFO) be noted;
- (2) the accounts for the third quarter of the financial year 2018/19 be approved.

R14/18 Budget 2019/20

Further to minute R11/18, the Clerk (and RFO) reported that there had been no changes in circumstances or subsequent council or committee decisions which necessitate revisions to any of the income or expenditure figures within the draft budget for the financial year 2019/20 that had been approved by this committee at minute R11/18.

Members decided, unanimously, on the proposal of Councillor Tierney, seconded by Councillor Tibbs, to RECOMMEND to 21 January 2019 meeting of Wisbech Town Council that the draft budget for the financial year 2019/20 (approved by this committee at minute R11/18), requiring a Precept for that financial year of £369,200.00, be approved.

Meeting finished at 7.50 pm.

Signed.....

Dated.....