



## KIRKBYMOORSIDE TOWN COUNCIL

Church House  
7 High Market Place  
Kirkbymoorside  
York  
YO62 6AT  
Tel: 01751 432217

[town.clerk@kirkbymoorsidetowncouncil.gov.uk](mailto:town.clerk@kirkbymoorsidetowncouncil.gov.uk)

### **Minutes of the Finance Committee Meeting held on Friday 9<sup>th</sup> March 2018 at 11am in the Moorside Room, 9 Church Street, Kirkbymoorside.**

**Present:** Councillors C Dowie, J Coughlan and J Watson.

**Also present:** L Bolland, Town Clerk

Clr Coughlan opened the meeting and welcomed all present.

#### **F17035 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs A Ashworth and M Brampton.

#### **F17036 DECLARATIONS OF INTEREST**

None

#### **F17037 Minutes and Matters Arising**

The minutes of the Finance Committee meeting held on 5<sup>th</sup> October 2017 were **received** and **signed**.

There were no matters arising.

#### **F17038 Public Session**

There were no members of the public present.

#### **F17039 Councillors' Audit**

It was **noted** that a review of the monthly financial reports, business continuity and the risk assessments have been carried out for quarter 3 by Councillors Coughlan and Dowie. Q3 auditors recommended the internal audit checklist be amended to distinguish Precept from the Reconciliation checks so the format order appears as 6. Reconciliation, 7. Precept, 8. Petty Cash. Agreed.

**F17040** The Internal Audit arrangements and timescales were **reviewed**.

**F17041** The Internal Audit Terms of Reference were **reviewed**.

**F17042** The financial and other risks facing the council, and internal and external controls in place for management thereof, were **reviewed**.

**F17042** The Risk Assessment Strategy was **reviewed**. It was proposed by Clr Coughlan and agreed to include details of the adoption by the Town Council of a Community

Resilience and Emergency Plan which demonstrates the Town Council's awareness of risk.

**F17043** The value of items on the Council's Asset Register were **reviewed** and include the increased value of street lighting columns subsequent to completion of Phase 1 upgrades to LED and the addition of the basketball court at Old Road play area. It was agreed to liaise with Moore Stephens to determine whether auditors requirements will be to include or not include the cost of installation to the value of the street lights, and check with NYCC with regards to specific material costs associated with Phase 1, as necessary.

**F17044 Questions to the Chairman**

Cllr Dowie asked if it would be possible to revise the agenda for future reference to combine items 8 and 9 as follows 'To review the Risk Assessment Strategy and consider the financial and other risks facing the council and the internal and external controls in place for management thereof, and agree any recommendations to Council.' Agreed.

**F17045** The date of the next meeting will be determined by the 2018/19 Schedule of meetings.

The meeting closed at 11.11am.

**Signed.....Chairman**

**Date.....**