



**WINTERTON TOWN COUNCIL**  
**52 West Street, Winterton, Scunthorpe,**  
**North Lincolnshire. DN15 9QF**

**Phone: 01724 488085 or email [clerk@wintertoncouncil.co.uk](mailto:clerk@wintertoncouncil.co.uk)**

**Minutes of the Policy & Finance Committee Meeting**  
**held on Monday 13<sup>th</sup> February, 2017 at 7.00pm**  
**at the Council Offices, 52 West Street, Winterton**

Present:

Cllr I. Cawsey (Chair)      Cllr V. Mumby (Vice Chair)      Cllr P. Coath  
Cllr L. Langton

Public Participation:

No members of the public were in attendance.

- 1702/1      Apologies  
Apologies for absence were received from Cllrs L. Cawsey and M. Foster, D. Johnson.
- 1702/2      Declaration of Interests  
a. No Declarations of Interests were made.  
b. No dispensations were granted.
- 1702/3      Budget 2017/18  
The Committee considered the draft budget for 2017/18. The Clerk to check the final figures and approve those figures, with the Chair of the Policy and Finance committee prior to sending to full council for approval.  
***Recommendation: The Committee recommends that the Council approves the 2017/18 Budget.***
- 1702/4      Audit Report  
a. The Interim Internal Audit Report for 2016/17 has been received and the Clerk has drawn up an action plan covering all recommendations.  
***Recommendations: The Committee recommends the Clerk forwards the Interim Internal Audit and Action Plan to all members for their attention.***  
***Council to acknowledge receipt of the audit and agrees to the actions set out by the Clerk.***

b. The Committee considered appointing an Internal Auditor for 2017/18.  
**Recommendation: The current Internal Auditor has audited the Council for the past three year, therefore the Committee recommends the Council seeks advice from ERNLLCA as to list of other Internal Auditors/availability and costs before making a decision.**

1702/5 Council Documentation

The Committee reviewed the following Council documents and made recommendation to Council.

- (i) The Committee reviewed the Council's Standing Orders. The committee asked that the Clerk remove all points relating to Councils in Wales and forwards the amended Standing to Council to adopt.  
**Recommendation: That Council adopts the Standing Orders.**
- (ii) The Committee reviewed the Council's Financial Regulations. The committee asked the Clerk to remove all advisory notes still included in the regulations before forwarding the amended Financial Regulations to Council to adopt.  
**Recommendation: That Council adopts the Financial Regulations.**
- (iii) The Committee reviewed the Council's Risk Assessments.  
**Recommendation: The Committee recommends that the Clerk continues updating the Risk Assessments using the new format. Hazards identified as medium to high risk to have a more detailed assessment. Risk Assessments to be completed by the end of March.**
- (iv) The Committee reviewed the Council's Asset Register. The Committee considered the new format for the Asset Register as advised by the Internal Auditor.  
**Recommendation: The Committee recommends that the Clerk should continue to compile the asset Register using the new format. This is to be actioned by the end of March. On completion the Committee will look into how to manage the register effectively.**

1702/6 SLCC Membership

The Committee considered the Clerk joining the Society of Local Council Clerks at a cost of £215.00 for the year.

**Recommendation: That the Council pays the membership to SLCC for the Clerk as previously done.**

1702/7 Agenda for next and future meeting

No items were requested.

1702/8 Next Meeting

The date and time of the next Policy & Finance Meeting was confirmed as (subject to any change in circumstances).

**7.00pm on 12<sup>th</sup> June, 2017**  
**At 52 West Street, Winterton**