

Dorchester Town Council

Policy Committee

17 May 2016

Present: Mayor R. Potter and Councillors B. Armstrong-Marshall, R. Biggs, T. Harries, S. Hosford, G. Jones (Chairman) and T. Jones.

Apologies: Councillor A. Chisholm

46. Minutes

The Minutes of the Committee of 22 March 2016, adopted by Council on 29 March 2016, were taken as read and confirmed and signed by the Chairman as a correct record.

47. End of Year Reports

The Town Clerk presented a report covering the financial year 2015-16, highlighting that the outcome was in line with that used in January 2016, to set the 2016-17 budget. Earmarked Reserves had risen by £92,000 due to setting up new and topping up existing reserves and delays in spending in two areas.

Members asked for clarification regarding income and staff savings at the Municipal Buildings, non-take up of pension rights and the likely use of the Dorchester West Station Reserve during 2016. The Town Clerk agreed to seek to quantify the utility savings in environmental impact terms for a future meeting.

Resolved

That the Financial Statement is noted

Recommended to Council

That the Annual Return (Appended to the Minutes) as submitted is adopted and is signed by the Mayor and Responsible Financial Officer

48. Financial Report 2016-17

The Town Clerk provided an update covering reductions to the 2016-17 Budget totalling £44,950, an updated Treasury Strategy, and the latest Internal Audit report. He also explained options available relating to the funding of a new rock climbing boulder in the Borough Gardens.

He responded to questions regarding whether the savings made indicated that the original budget had been too high and the level of scrutiny to be applied to treasury funds in relation to ethical investments.

Resolved

- a) That the Revenue Budget be reduced by £44,950, which would be added to the General Reserve
- b) That the Payments list totalling £373,822.25 is approved
- c) That the report of the Internal Auditor and the Town Clerk's response is noted
- d) That £15,000 is advanced from the Play Equipment Reserve for the purchase of a Rock Climbing Boulder for the Borough Gardens

Recommended to Council

- e) That the Treasury Strategy for 2016-17, as laid out in pages 5 – 8 of the Policy Committee agenda, is adopted

48. Corporate Plan Projects Update

The Committee received a report covering progress on projects included in the draft Corporate Plan, including more detailed information relating to Heritage Tourism Strategy, Apprenticeships, DTEP and Parking Strategy, the Dorchester Youth Centre, The Walks Refurbishment project, a planned meeting with Dorset County Museum and a formal survey of the Municipal Buildings.

A Member identified the additional benefit arising from the survey work on the Municipal Buildings, noting the potential impact of vehicle movements related to the Prison and County Museum developments.

Resolved

That £5,000 is allocated from the Municipal Buildings Reserve to fund a full building survey including CAD drawings

Noting its absence from the Corporate Plan a Member asked whether there had been any progress regarding the development of The Maltings Arts Centre project and the Town Clerk provided his latest understanding regarding funding for the project.

A Member raised the issue of the continuing delays at West Dorset DC in respect of the allocation of s106 monies and the Town Clerk agreed to write to the Council regarding the issue.

49. Public Bodies (Admission to Meetings) Act 1960

Resolved

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press representatives be excluded from this meeting during their discussion.

50. Dochester TIC

The Town Clerk explained that West Dorset District Council were undertaking a review of support for Tourist Information services in the town, but that it was increasingly unclear what the outcome of the review might be.

He then read a statement from Councillor A. Chisholm, who was unable to be at the meeting. A Member provided additional information available to them in their role as a District Councillor, and Members debated the issue.

Resolved

That the Town Clerk write to the District Council seeking clarification of their intentions with regard to future funding support for the Dorchester Tourist Information Centre

Chairman

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

DORCHESTER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

DORCHESTER TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	724,517	1,016,475	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	1,162,423	1,209,555	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	326,889	330,854	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	594,029	590,458	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan Interest/capital repayments	84,577	61,651	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	518,748	539,260	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	1,016,475	1,365,515	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	1,003,197	1,351,153	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	6,628,251	6,627,338	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	532,000	498,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No		<input checked="" type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	<input checked="" type="checkbox"/>						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

Dorchester Town Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

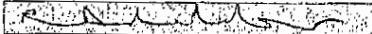
Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this smaller authority adequate controls existed. (List any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit **ROSIE DAVKIN-MILLER UR (HNS) PLA**

Signature of person who carried out the internal audit  Date **05/05/2016**

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).