

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL COMMITTEE
HELD AT THE WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD, WOOLSTON
ON 22 MARCH 2017**

Present: Councillor A McCarthy (Chairman)
Councillors: M Banner, MH Greenslade, J Greenslade, A Hill,
D Hill, D Nowell, M Pearce, S Rydzkowski, P Wright

Apologies for absence: Councillors M Creaghan, B Maher

**FG49 Code of Conduct – declarations of interest
Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

No declarations were made at the opening of the meeting.

FG50 Minutes

Resolved,
That the minutes of the meeting held on 15 February 2017 be taken as read and signed as a correct record.

FG51 Woolston Neighbourhood Hub - Butterfly Centre – reference from Council

The Committee noted further to minute C 118 15 February 2017 – Woolston Neighbourhood Hub – proposed community use of Butterfly Centre, the Assistant Area Neighbourhood Wellbeing Manager (Interim) had informed the Council that the promotion of the use of the Butterfly Centre was to be discussed at the next community meeting

FG52 Management Accounts 2016/17 – quarter ending October to December 2016 and interim audit report

The Clerk submitted the Management Accounts for the quarterly period ending December 2016 and the interim audit report from the internal auditor:

Recommended,
That

1. the Management Accounts for the quarterly period ending 31 December 2016 be accepted;
2. the interim report of the internal auditor be accepted and the recommendations implemented.

FG53 Identification of earmarked reserves

The Committee gave consideration to the identification of earmarked reserves:

Recommended,
That the Council approved the following earmarked reserves:

£15000	Development of the Hillock Lane Amenity area
£8000	Maintenance of trees
£5200	Contribution to development of the Weir Lane Play Area
£5000	Engagement with and supporting the community
Total	£33200

FG54 Applications for grant aid

The Committee gave consideration to applications for grant aid:

Recommended,

That the following grant aid be approved:

1. North West Air Ambulance Service £50
2. New Cut Heritage and Ecology Trail Group – contribution to insurance for volunteer workers £50

FG55 Annual review of procedures and documents

The Clerk reported on the annual review of procedures and documents. The views of the internal auditor were submitted:

Recommended,

That

1. the following procedures and documents be approved:
 - a. Financial Regulations, subject to further review when the audit regime changes;
 - b. Standing Orders; as amended to recognise the revised audit procedures being introduced;
 - c. Risk Assessment, as updated to include the required controls relating to the Transparency Code;
 - d. Fixed Asset Register;
2. the interim report of the internal auditor be accepted and the recommendations be implemented;
3. approval be given to insurance arrangements following a review with the council's insurers;
4. the rates of pay and review of employee contract be referred to the Chairman of the Finance and General Committee with a view to bringing recommendations to the Committee;
5. the following procedures and documents be referred for review at a future meeting of the Finance and General Committee:
 - a. Complaints Procedure;
 - b. Code of Conduct;
 - c. Procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - d. Procedure for dealing with the press/media

FG56 Development of website

The Clerk reported on progress made on the development of the website:

Recommended

That the report be noted.

FG57 Business raised by Council Members

No items were submitted.

Chairman.....