

Elloughton cum Brough Town Council

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Minutes of the **Administration and Finance Committee** meeting held on **15 August 2018** in the **Committee Room**.

Committee Members: Cllr Credland, Cllr S. Duckles, Cllr Brogden, Cllr Davis, Cllr C. Duckles, Cllr K. Galbraith, Cllr T. Galbraith and Cllr Luckraft.

Also present: Cllr P. Duckles

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
A18.1	<p>Appointment of a Committee Chairman Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that Cllr Credland be appointed Committee Chairman.</p> <p>RESOLVED: Committee resolved that Cllr Credland be appointed Committee Chairman for the 2018-19 municipal year.</p>
A18.2	<p>Appointment of a Committee Vice-Chairman Cllr T. Galbraith proposed, seconded by Cllr Credland, that Cllr S. Duckles be appointed Committee Vice-Chairman.</p> <p>RESOLVED: Committee resolved that Cllr S. Duckles be appointed Committee Vice-Chairman for the 2018-19 municipal year.</p>
A18.3	<p>Apologies No apologies were received.</p>
A18.4	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
A18.5	<p>Minutes of the meeting held on 27 November 2017 Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p>

A18.5.1	RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
A18.6	<p>Budget Monitoring Committee considered the budget monitoring document and report relating to the first quarter of the 2018-19 financial year.</p> <p>RESOLVED: Committee resolved to instruct the Clerk to investigate several issues relating to agency spend and to report back at the next meeting.</p>
A18.7	<p>Financial Regulations and Policies</p> <p>RESOLVED: Committee resolved that the issue be deferred until the next meeting ordinary meeting to allow time for members to read and consider the draft documents in greater detail.</p>
A18.8	<p>Accounting Software Committee to consider a proposal for the Council to purchase and utilise accounting software.</p> <p>Cllr Credland proposed, seconded by Cllr. K. Galbraith, that the Town Clerk be instructed to arrange for the purchase and installation of Rialtas Suite 'Alpha' accounting software (option 2) at a cost of £639 plus VAT.</p> <p>RESOLVED: Committee resolved to instruct the Town Clerk to arrange for the purchase and installation of Rialtas Suite 'Alpha' accounting software (option 2 of the report) at a cost of £639 plus VAT.</p>
A18.9	<p><u>Exclusion of the press and public</u> Cllr Credland proposed, seconded by Cllr Davis, that the Committee resolve to exclude the press and public from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next item on the agenda can be treated as confidential as it refers to establishment of contractual arrangements.</p> <p>RESOLVED: Council resolved to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>

<p>A18.10</p>	<p>Internal Audit Arrangements Cllr Muzaffar proposed, seconded by Luckraft, that:</p> <ul style="list-style-type: none"> • The specification setting out the internal audit arrangements of the authority be approved, and: • it be recommended to Council at its next ordinary meeting that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in line with the quote provided. <p>RESOLVED: Committee resolved that the internal audit arrangements specification be approved and that the Town Clerk be instructed to place the item of appointing an internal auditor on the agenda of the next ordinary meeting of Council.</p>
<p><u>Next meeting</u></p>	
<p>A18.11</p>	<p>Items for inclusion on the next meeting agenda Members requested that the following items appear on the next Committee meeting agenda:</p> <ul style="list-style-type: none"> • Policy Review • Agency Spend • Draft Budget
<p>A18.12</p>	<p>Date and time of the next meeting Committee confirmed the date and time of the next meetings are to be held at 5pm, in the Committee Room of the Council Offices on the following dates:</p> <ul style="list-style-type: none"> • Monday 22 October 2018 • Monday 26 November 2018

Meeting started 5pm and closed 6pm

Document published on 16 August 2018

Signed:

Print Name:

Print Position:

Date: