

03/09

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD AT 7.00 PM ON TUESDAY 28 APRIL 2009 IN THE GUILDHALL MUCH WENLOCK

Present: Councillor Mr J Yeats, in the Chair.

Councillors: Mrs A Dugdale, Mr D M J Gibbon and Mr T Pinches

In attendance: Cllr Mrs L Durbin, Mr R D May (Town Clerk)

15 Apologies for absence: Cllr Mr E W Humphries, Cllr Mr D R Turner

16 Declarations of Interest:

Cllr Gibbon declared a personal interest in agenda item 6 (Gaskell Field matters) as chairman of the Windmill Hill Trust.

17 Additional / Urgent Business: None.

18 Minutes: The minutes of the meeting held 10 March 2009, having been previously distributed, were taken as read and confirmed.

19 Matters arising from the minutes. None.

20 Correspondence

a. Linden Lodge Visual Inspection Report: The committee discussed the report obtained by Balfours, the council's agents. The Town Clerk was tasked with asking Balfours to arrange to for the bathroom plumbing problems to be resolved.

b. Bequest of Jean Elizabeth Sharpen (Deceased). The committee discussed correspondence from Revd Stephen Lowe advising of annual grant of £100 to the Town Council for "the upkeep of the cemetery and in particular of the grave of Jean Sharpen's late parents L T and M E Pinches". After a discussion it was agreed that the Clerk should make appropriate arrangements with Mr Corfield – who currently performs grass cutting and maintenance work in the cemetery for the council.

21 Gaskell Field – Funding for tree maintenance and a tree survey

The Chairman advised that no records appear to have been kept re dead wooding and that the council should be aware of the related risks. It was agreed that the matter should be raised at a meeting of the Gaskell Recreation Ground Board of Management.

Cllr Durbin reported on the investigations she had made into tree management and maintenance grants. A number of organisations (including DEFRA and English Heritage) award grants. The committee agreed that Cllr Durbin should continue her investigations and make a report to the Board of Management.

22 Internal Audit – Self-assessment Questionnaire.

The committee discussed and approved an self-assessment questionnaire completed by the Clerk at the request of the Town Council's new independent internal auditor.

23 Audit Plan / Terms of Reference

The committee discussed and approved the proposed Audit Plan / Terms of Reference – to be used in the forthcoming internal audit by the Town Council's new independent internal auditor.

Approved

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24 Annual Review of the Effectiveness of the Internal Audit

The committee agreed that the review should involve the mayor-elect, the Chairman of the Finance Committee and other councillors.

25 Financial Risk Assessment

The committee agreed that the financial risk assessment should involve the mayor-elect, the Chairman of the Finance Committee and other councillors.

26 Date of next meeting

It was agreed that the next meeting of the committee would be called when needed by the Chairman and the Clerk.

Signed Chairman

29 September 2009

Approved