


NEWQUAY COUNCIL



Newquay Town Council, Municipal Offices, Marcus Hill, Newquay TR7 1AF
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Wednesday 25 April 2018

You are hereby invited to an extraordinary meeting of the **Finance and Policy Committee** which is to be held in the **Council Chamber, Marcus Hill, Newquay** at **7pm** on **Monday 30 April 2018** to transact the following business.

Yours sincerely,



Andrew Curtis BA (Hons) FIAB FCMI FSLCC MAAT MIOd
Town Clerk and Responsible Finance Officer

AGENDA

- 1. Apologies**
To receive and accept apologies for absence
- 2. Interests**
To receive **Declarations of Interest** and **Dispensations** awarded in respect of items on the agenda.
- 3. Minutes**
To take as read and confirm as accurate the minutes of the meetings held on
i. 26 March 2018
- 4. Matters Arising** (for information only)
To discuss or note any matters arising from the minutes under item 3.
- 5. Matters Referred**
To discuss and make any decisions on matters referred to F&P
- 6. Public Engagement Time** (15 minutes allowed)
To receive previously notified public questions, followed by verbal questions from attending public.
- 7. Risk Assessment and Terms of Reference (if needed)**
 - A. To receive and consider making recommendations to Full Council on any updates to the Committee Terms of Reference (if needed)
 - B. To receive, consider and note the Committee Strategic Risk Assessment
 - C. To receive, consider and note the Council's Health and Safety Risk Assessment Summary
- 8. Standing Orders and Financial Regulations**
To receive, consider and recommend to Full Council any amendments to
 - A. Standing Orders (if needed)
 - B. Financial Regulations (if needed)
- 9. Internal Control Check**
To receive and note the Internal Control Check undertaken by members.
- 10. External Grant Applications**
To provide approval for external grant applications (Coastal Communities Fund, Sports England and Sita)
- 11. Audit, Assurance and Financial**
 - A. To receive, consider and keep under review any outstanding actions from the interim internal audit (to follow).
 - B. To receive and note the verbal confirmation of undertaking of Bank Reconciliation verification in-line with Fin. Reg. 2.2.
 - C. To receive and note the statement of receipts and payments to date with an explanation of material variances in-line with Fin. Reg. 4.8 (to follow)
 - D. To receive, consider and recommend any amendments to Full Council on the Investment Strategy in-line with Fin. Reg. 8.5

- E. To review, consider and make any recommendations to Full Council in relation to the Asset Register (to follow).

12. Annual External Audit & Year End Accounts

- A. To receive, consider and note the Financial Reports from the Accountant
- B. To recommend to Full Council any matters appertaining to additions or releases to EMRs in line with Fin. Reg. 4.2
- C. To receive, consider and recommend to Full Council that it approves the Annual Governance Statement with relevant responses also being recommended
- D. To receive, consider and recommend to Full Council that it certifies the Accounting Statements (subject to ii. Being recommended first)
- E. To recommend to Full Council adoption of the final Year End Financial reports and associated submissions to the External Auditors (if item is needed)

13. Exempt of Business

That under section 100A (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

A. **Mountwise Building**

- i. To receive an update on the Mountwise Building Project*

B. **Council Offices**

- i. To receive an update on the Library and Information Service Project*
 - 1. To ratify the Council's agreement to the terms*
 - 2. To receive, consider and make any decisions in relation to the location of the Registrar Service and associated facilities for office workers*
 - 3. To receive, consider and make any decisions in relation to the access control system required for the buildings*

14. Budget Process 2019-22 (subject to the report being available)

- A. To receive and consider recommending to Full Council, any amendments to the 2018/19 budget as outlined by the RFO and Accountant (if needed).
- B. To receive an update on the review into the next Budget Setting Process.
- C. To receive any update on the amendments advice matter

15. Items for information and discussion only

16. Date of the next meetings

The next F&P Committee meeting is to be confirmed.

Committee Members: *Cllr A Hannan (Chairman), Cllr M North (Vice Chairman) and all Chairmen and Vice Chairmen of the standing committees (FBOS, Planning, T&L and EDGP).*