



**FINANCE & POLICY COMMITTEE**  
**20<sup>th</sup> June 2023**

PRESENT: Councillor Jane Russell (Chairman)  
Councillor Charmaine Crossley (Vice Chairman)

Councillor Alan Biggs	Councillor Rev'd J. Macro
Councillor Toni Coombs	Councillor Philip Mann
Councillor Spencer Flower	Councillor Carol Traves
Councillor Simon Gibson	

In Attendance: Carrie Lloyd, Town Clerk  
Jan Sebire, Assistant Town Clerk

Public: 0

**031/23/24** **To Elect a Chairman and Vice Chairman**

Councillor J Russell was elected Chairman of the Committee for the ensuing year.

Councillor Charmaine Crossley was elected Vice Chairman of the Committee for the ensuing year.

**032/23/24** **Public Questions**

There were none.

**033/23/24** **Minutes of the Finance & General Purposes Committee meeting held 18<sup>th</sup> April 2023**

The minutes were approved and signed by the Chairman as a true and accurate record.

**034/23/24** **Apologies for Absence**

Apologies were received from Councillors Lindsey Dedden, Pat Morrow, Matthew Parker Andy Maw and Sandra Grove.

**035/23/24** **Declarations of Interest**

None

**036/23/24** **UPDATE ON INTERNAL AUDIT AND COMPLETION OF THE ANNUAL GOVERNANCE AND ACCOUNTANCY RETURN**

Members noted that the Clerk had been working with CBA Accounting to work through the Accounts, banking and VAT for 2022/23.

This has been compounded by not having an Internal Auditor during the year to whom CBA could refer for advice on the 2021/22 audit.

As at 20<sup>th</sup> June 2023, the appointed Internal Auditor had just been sent the required paperwork without a bank reconciliation. The Clerk and Accountants are working through Xero, bank statements and other documents to ensure that the end of year is accurate and all bank accounts reconciled.

Worst case scenario would be that the AGAR and Internal Audit paperwork was completed after 30<sup>th</sup> June and this Council would receive a qualified audit from the External Auditor for the year.

**RECOMMENDED** that the Clerks' update be noted.

(Action; Town Clerk)

**037/23/24**      **DRAFT FIXED ASSET POLICY**

Members considered the draft Policy & **RESOLVED** that the Policy attached at Appendix A to these minutes be approved.

(Action; Town Clerk)

**038/23/24**      **PAYMENTS MADE IN MAY 2023**

Members noted the report and queried the reason for some of the supplies. They were satisfied with the Clerk's reasoning behind the purchases. **RESOLVED** that the report be noted.

**039/23/24**      **REQUEST FROM COMMUNITY & PLANS CONSULTATIVE COMMITTEE**

Members noted that the Committee wished to spend up to £500 on a poster campaign to get dog owners to pick up after their dog. Discussion further ensued on the merits of the Committee having spending powers with allocated budgets relevant to their delegation. Members **RESOLVED** that up to £500 be allocated to a poster campaign and **RECOMMENDED** that Community & Plans Consultative Committee have delegated authority to spend within budget on matter relevant to their delegation.

(Action; Town Clerk)

**040/23/24**      **FERRETT GREEN TOILETS**

Members noted the quotes received and **RESOLVED** that the contract be awarded to Insight Security at an annual cost of £3,993, to be taken from Reserves in the first year and budgeted according in future years.

(Action; Town Clerk)

**041/23/24**      **APPOINTMENT OF MEMBERS TO SUB COMMITTEES AND WORKING GROUPS**

**RESOLVED** that the following appointments be approved

Human Resources Sub Committee – Councillors Parker, Flower, Dedden, Mann, Crossley and Gibson.

Budget, Accounts and Audit Sub Committee – Cllrs Flower, Gibson, Russell and Traves. The Clerk was requested to draft Terms of Reference for this Sub Committee.

Risk Sub Committee – Councillors Macro, Coombs, Biggs and Crossley

Youth & Community Centre Working Group – Councillors Russell, Maw, Mann, Parker, Grove & Smith

**042/23/24**      **FUTURE AGENDA ITEMS**

- Medium Term Financial Plan – Budget, Accounts & Audit Sub Committee will consider this in September
- Review on Asset Policy

There being no further business the meeting closed at 7.40 p.m.

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Chairman

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## **FIXED ASSET POLICY**

### **1. Introduction**

1.1 Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year.

### **2. Scope of the asset register**

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- Land and buildings held freehold or on long term lease in the name of the Council
- Community assets
- Assets considered to be portable, attractive or of community significance

2.2 The values indicated in the asset register will inform the 'Total Fixed Asset' section of the Annual Return.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- Assets rented or loaned to the Council
- Assets owned by charitable trusts where the Council is the trustee
- Items held for resale, i.e. stock
- Consumable items or items with a useful life of less than a year
- Cash and short term investments
- Intangible assets

2.4 In accordance with good practice, the Council has set a de minimis level of £500 below which expenditure will not generally be capitalised. All expenditure above the de minimis level will be deemed capital expenditure and added to the fixed asset register.

2.5 An annual inspection of the fixed asset register will occur to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated promptly by the RFO. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register.

2.6 The asset register and schedule of disposals will be reviewed annually by the Finance & Policy Committee and then approved by Full Council.

### **3. Valuation of assets and the fixed asset register**

3.1 Once recorded on the fixed asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2022).

3.2 Assets must be valued by one of the following means based on available information:

- Actual purchase price (where known)
- Proxy (estimated purchase price) value, where actual purchase price is not known

- Nominal value of £1. This should be used for assets gifted or transferred to the Council

#### 4. Valuation of assets for insurance purchases

4.1 The fixed asset register will be used to inform the insurers of Council assets.

4.2 For the purposes of insurance, the value to be used is the replacement value of the item, not the purchase price or market value.

4.3 The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five years to ensure the appropriate level of insurance is held.

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