



Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY, 15 MAY 2018 at The Almonry, High Street, Battle at 7.00pm**

Present: Cllrs D Furness (Chairman), C Davies, G Favell, J Gyngell, M Kiloh and A Ratcliffe.

In Attendance: Carol Harris, Town Clerk

1. Apologies for absence – Cllrs J Gyngell and A Ratcliffe.

2. Disclosure of interest – None.

3. Annual Governance Statement

The Clerk confirmed that the internal auditor had examined the Council's procedures and had been happy to sign the Internal Audit Report 2017/18 with no significant recommendations for change. His detailed letter was deliberated by the Committee and it was **agreed:**

- **to recommend to Full Council small amendments to wording at section 6 of the Financial Regulations:**
- a Councillor to be present when salary payments are made;
- amendment of the Risk Management Policy to a register of operational and financial risk table and the addition of a Capitalisation Policy be agreed at the next meeting.

The Committee considered each section of the Annual Governance Statement and **agreed to recommend to Full Council that the Chairman be authorised to sign the Governance Statement.**

4. Accounting Statements and Annual Return

The Clerk reported that the internal auditor had approved the accounts and annual return ready for submission to the external auditor. **The Committee agreed to recommend to Full Council that the Chairman be authorised to sign the Accounting Statements for 2017/18.**

As part of this process, the year-end Bank Reconciliation had been carried out. **Members agreed to recommend to Full Council that this be approved and signed by the Chairman.**

5. Matters for information and future agenda items

- Policies as recommended by Auditor

6. Date of next meeting: provisionally, 24 July 2018

The meeting closed at 7.20pm.

**CLLR D FURNESS
CHAIRMAN**