



Wimborne Minster Town Council

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Councillors: D Burt, C Butter (Town Mayor), C Chedgy (Chairman), D March (Deputy Town Mayor), L Hinks, M Hopkins (Vice-Chairman), F Shirley, K Webb and S Wheeler.

Dear Councillors

You are hereby summoned to attend the meeting of the Resources Committee on **Tuesday 19 July 2022 at 7.00 pm** in the **Meeting Room, Town Hall, West Borough, Wimborne Minster**, for the purpose of transacting the following business as detailed on the agenda below.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. All agendas, reports and minutes can be viewed on the Council's website www.wimborne.gov.uk and requested from the Town Council offices (for contact details see address above).

Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.

2. Declarations of interest and requests for Dispensations

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

3. Public participation

For the public or press to ask questions of the Council on matters relating to this Agenda.

4. Resources Committee meeting minutes 22 February 2022

To receive the minutes of the previous meeting of 22 February 2022 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).

5. Matters to report from the Town Clerk in relation to actions from previous meetings:

- (i) Current Committee Member vacancy update.
- (ii) Dorset Council asset transfer verbal update.

6. Appointment of Internal Auditor from 2022

To consider a review the current Internal Auditor and consider quotes (appendix 2). Regulation 5 (1) of the Accounts and Audit (England and Wales) Regulations 2015 require local councils to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance" and three other quotes. This evaluation must be independent of the other financial controls and procedures of Council which are the subject of review.

The Internal Auditor must be competent to carry out the role in a way that will meet the business needs of Council. This evaluation is an integral part of continually improving Council's governance and accountability.

Wimborne Minster Town Council's internal controls are reviewed and tested to provide a level of assurance for Council when asked to sign off statements 2 and 6 in the Annual Governance Statement of the Annual Return. The Internal Auditor carries out planned work necessary to give these assurances and if they are satisfied with their findings they will complete section 4 of the Annual Return.

7. Retention of documents

To consider quotes for an external contractor to collect and shred Council documents that do not require retention and a fireproof cabinet for documents that require fireproof retention (appendix 3).

8. Financial documents for the first quarter 1 April to 31 May 2022

To consider, review and note or approve the following items:

- (i) Bank statements and reconciliation for month ends (appendix 4)
- (ii) Budget update from 1 April to 31 May 2022 (appendix 5)
- (iii) Payment retrospectively authorised from 1 April to 31 May 2022 (appendix 6)

9. Grant Aid requests

To consider the following Grant Aid requests:

- (i) Wimborne Bowls Club (appendix 7)
- (ii) Radio Wimborne (appendix 8)
- (iii) Wimborne Minster Folk Festival (appendix 9)
- (iv) Dial a Ride (appendix 10)
- (v) Wimborne Dementia Friendly Community (appendix 11)

10. Governance review

To consider a review of the following policies and procedures relevant to the Committee:

- (i) Financial Regulations
- (ii) General Reserves and Ear Marked Reserves Policy
- (iii) Investment Strategy
- (iv) Asset Register Policy
- (v) Grant Aid Policy
- (vi) Risk Management Strategy
- (vii) LGPS Pension Discretionary Policy
- (viii) Town Mayor and Member's Expenses Policy

11. Rugby Club lease

To receive an update from the Chairman regarding the Community Sports Facility (appendix 12).

12. Close of meeting



L. Harrison (Town Clerk/RFO), Wimborne Minster Town Council, 13 July 2022.