

Our Ref: MD

15 June 2012

**To: All Members of the Best Value Committee**

(Councillors Constable, Drinkwater, Mrs Evans, Mrs Fisher, Humphreys and Mrs Woodward)

**Copy: Burntwood Town Strategy Working Groups: Lead Members**

(Councillors Bradbury, Campbell, Mosson, Norman, Mrs Tranter and Mrs Woodward)

Dear Councillor

**BEST VALUE COMMITTEE**

The Best Value Committee will meet at **Burntwood Library, Sankeys Corner** on **Thursday 28 June 2012 at 5.30 pm** (rescheduled due to the 14 June meeting being inquorate) to discuss the following business.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

**AGENDA**

- 1. APOLOGIES**
- 2. DECLARATION OF INTERESTS**
- 3. MINUTES**

To approve the Minutes of the Meeting of the Best Value Committee held on 29 March 2012 (Minute Nos. 16 - 24) (presented to the Town Council at its meeting on 10 May 2012 – **ENCLOSURE NO. 1**).

#### **4. BURNTWOOD TOWN STRATEGY (BTS): WORKING GROUPS**

To receive progress reports from the Lead Members of the following BTS Working Groups:

Action Area 2	Communication and the image of Burntwood as a place (Councillor Mrs Woodward)
Action Area 3	Public transport access and traffic management (Councillor Mrs Tranter)
Action Area 5	Business and employers (Councillor Campbell)
Action Area 7	Local environmental improvements (Councillor Bradbury)
Action Area 8(a)	Community events and festivals coordination (Councillor Mossion)
Action Area 8(b)	Pathways and trails development (Councillor Norman)
Action Area 11	Community champions and volunteering initiative (Councillor Norman)

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD  
ON THURSDAY 29 MARCH 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Constable (in the Chair)  
Councillors Drinkwater, Mrs Fisher, Humphreys and Isaacs

**In attendance**

Mrs M Danby, Town Clerk

**16. APOLOGIES FOR ABSENCE**

Councillor Mrs Woodward.

**17. DECLARATIONS OF INTEREST**

None.

**18. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Best Value Committee held on 05 January 2012 (Minute Nos. 10 – 15) be approved as a correct record.

**19. ACTIONS ARISING FROM INTERNAL AUDIT TRAINING SESSION**

Members were informed that the following items were raised at the recent Internal Audit Training Session:

**19.1 Annual Investment Strategy (Draft)**

Members were requested to consider a draft Annual Investment Strategy.

**RECOMMENDATION** That the Town Council adopt and implement the Annual Investment Strategy at its May 2012 meeting.

**19.2 Establishment of a new Committee to Oversee the Council's Financial Affairs**

Members were advised that whilst it is not a requirement to do so, it is considered good practice for the Council to establish a separate committee to oversee and monitor the Council's financial affairs. In other local councils these committees are sometimes called the "Policy and Resources Committee" whilst others call theirs the "Finance and General Purposes Committee".

The Town Clerk had prepared draft Terms of Reference for a Policy and Resources Committee for Members consideration.

**RECOMMENDATIONS THAT:**

- a) The Town Council establish a Policy and Resources Committee with effect from 10 May 2012.
- b) The Policy and Resources Committee be comprised of five Members plus the Chairman of the Council and the Leader of the Council, the five Members should not already be Members of the Best Value Committee.
- c) The Policy and Resources Committee Terms of Reference be agreed and implemented.
- d) Terms of Reference be drafted for the Council's remaining Committees, etc for approval and implementation as appropriate.

### **19.3 Verification of Bank Reconciliations**

Members were recommended to nominate the Leader of the Council to liaise with the Town Clerk to verify the quarterly and Year End bank reconciliations.

**RESOLVED** That the recommendation be agreed and implemented with effect from April 2012.

### **19.4 Salary Payments via BACS**

Members were advised that it is possible under current the Audit and Account Regulations to pay staff salaries via BACS.

**RESOLVED** That the Town Clerk be authorised to make the necessary enquiries of the Council's bank.

**RECOMMENDATION** That the Town Council approve the establishment of BACS payments for staff salaries with effect from June 2012, i.e. following the Annual Town Council meeting on 10 May 2012.

## **20. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2011/12**

This item had been deferred from the March 2012 Town Council meeting with delegated authority to consider the Review in full.

**RESOLVED THAT:**

- a) The Review of Effectiveness of Internal Audit 2011/12 be approved.
- b) The Policy and Resources Committee be tasked to consider whether a deeper audit is necessary in the future and the Town Clerk was requested to bring forward different styles or degrees of audit for that Committee's consideration.

## **21. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

This item had been deferred from the March 2012 Town Council meeting with delegated authority to consider the Review in full and to authorise the Chairman of the Council to sign the necessary declarations.

**RESOLVED THAT:**

- a) The Review of Effectiveness of Internal Audit 2011/12 be approved and the Chairman of the Council be authorised to sign the necessary declarations.
- b) The Policy and Resources Committee be tasked to consider whether a deeper audit is necessary in the future and the Town Clerk was requested to bring forward different styles or degrees of audit for that Committee's consideration.

**22. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2012/13 (DRAFT)**

This item had been deferred from the March 2012 Town Council meeting with delegated authority to consider the Policy in full.

**RECOMMENDATION** That the Members and Officers Subsistence/Mileage Policy 2012/13 be approved subject to the addition of "Reimbursement of Public Transport costs will be paid (2<sup>nd</sup> class or economy class only)".

**23. 2011/12 BUDGET (ACTUAL TO DATE AND PROJECTED)**

This item had been deferred from the March 2012 Town Council meeting with delegated authority to consider the Budget in full.

**RESOLVED** That the 2011/12 Budget (Actual to Date and Projected) be received and noted.

**RECOMMENDATION** That the Policy and Resources Committee consider the Budget at regular intervals with effect from May 2012.

**24. 2011/12 CEMETERY BUDGET (ACTUAL TO DATE AND PROJECTED)**

This item had been deferred from the March 2012 Town Council meeting with delegated authority to consider the Budget in full.

**RESOLVED** That the 2011/12 Cemetery Budget (Actual to Date and Projected) be received and noted.

**RECOMMENDATION** That the Policy and Resources Committee consider the Budget at regular intervals with effect from May 2012.

(The Meeting closed at 7.50 p.m.)

Signed.....

Dated.....