

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 22nd July 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Julia Dunlop (Vice Chair), Geoff Cook and Graham Vincent
- APOLOGIES** Councillor Rachael Hogg
- OFFICERS** Judith Lomax (Town Treasurer) and Nicky King (Council Secretary)
- 229/19/20 PUBLIC PARTICIPATION**
- None.
- 230/19/20 DECLARATIONS OF INTEREST**
- None.
- 231/19/20 MINUTES OF THE MEETING HELD ON 29TH APRIL 2019**
- The Chairman presented the minutes of the meeting held on 29th April 2019, which had been approved by full Council on 7th May 2019.
- It was proposed by Councillor Cook that the minutes be approved as a correct record of the meeting. This was seconded by Councillor Dunlop and carried.
- RESOLVED** That the minutes of the meeting of the Committee held on 29th April 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 232/19/20 Grants Criteria**
Councillor Vincent asked whether detailed criteria of how grants are processed was available. Councillor Cook referred to Minute 1105/19/20 which referred to Committee's recommendation to approve the Grants Criteria for 2020/21. It was agreed the Treasurer would circulate a copy of the amended version of the Criteria to Members.
- RESOLVED** Treasurer to circulate a copy of the amended version of the Grants Criteria 2020/21 to Members.
- 233/19/20 Schools of Science and Art Charity (Minute 1107/19/20)**
Councillor Cook, as a point of note, confirmed that the Trustees of the Charity approved the Charity's Accounts for 2018/19 and forecast income for 2019/20. They also approved the payment of the three regular annual prize grants for 2019/20.
- Councillor Vincent asked whether the three annual prize grants were provided for out of interest. The Treasurer confirmed this was the case (three grants of £50).

234/19/20**ANNUAL REVIEW OF THE TERMS OF REFERENCE**

Members considered the Terms of Reference for the Committee.

Councillor Cook proposed that the Terms of Reference be accepted without amendment. This was seconded by Councillor Vincent and carried unanimously.

RESOLVED

That the Terms of Reference be accepted without amendment.

235/19/20**MEETING DATES 2020**

Members noted the meeting dates for 2020 that had been previously circulated.

236/19/20**ANNUAL WORK PROGRAMME**

The Treasurer presented the Annual Work Programme for the Committee for Members' information and guidance.

Councillor Vincent proposed approval of the Annual Work Programme. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That the Annual Work Programme be approved.

237/19/20**BUDGETARY CONTROL STATEMENT – THREE MONTHS ENDED 30 JUNE 2019**

The Treasurer presented the Budgetary Control Statement for the first quarter of the financial year. The following points were highlighted:

General Grants

As in previous years, some approved grants have been paid in the previous financial year; approved grants paid in the financial year 2018/19 totalled £7,000 which is included in the underspend figure shown of £11,760. The Treasurer explained this causes some confusion and suggested it should be tidied up. It was agreed the Treasurer would present a recommendation at the next Committee meeting.

Management

Election costs of £16,322 for the 2018/19 elections had been paid to SLDC.

Christmas Lights & Festivals

There is an underspend of £5,507 on Festival Grants. This is expected to decrease as the year progresses and further grants are approved.

Councillor Vincent raised the expenditure associated with the Parish Poll and asked the Treasurer to ensure the figures are easily accessible should this information be required in the future. The need

for a contingency was also discussed, should there be a further Parish Poll.

238/19/20

INTERNAL AUDIT MANAGEMENT LETTER AND ISSUES ARISING

Members considered the Internal Audit Management Letter which had been previously circulated.

The Treasurer informed Committee that the Council's Internal Auditor, R F Millers, have repeated the note from previous years regarding the high proportion of cash invested with a single organisation, the Cumberland Building Society. The 90 day notice account with the Society pays a preferential rate of interest which is no longer achievable.

Committee acknowledged the risk of having most available monies with one organisation. Councillor Vincent suggested the Treasurer investigate the Furness Building Society and other organisations and report back to Committee. Members expressed a preference for a local organisation.

Councillor Vincent proposal an annual review of the interest account. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That the Treasurer carry out an annual review of the interest account.

239/19/20

ITEMS FOR THE NEWSLETTER

- Invitations for grant applications (Treasurer to check if already included).
- Follow up article from grant recipients.

240/19/20

ANY OTHER BUSINESS

The Treasurer advised that a grant application had been received, however the applicant was not a formed charity and did not have a bank account. It was agreed the Treasurer would send an application form to the applicant, along with the requirements for applying for a grant. A copy of the grants criteria will also be made available to other Committees and Officers for their information when receiving enquiries.

RESOLVED

Treasurer to contact the applicant of a recent grant request and confirm the requirements when making grant applications. Grants criteria also to be made available to other Committees and Officers for their information

241/19/20

DATE OF NEXT MEETING – MONDAY 28TH OCT 2019 AT 7PM

The meeting closed at 7.31pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
232	Grants Criteria	RES	Treasurer to circulate a copy of the amended version of the Grants Criteria 2020/21 to Members.
234	Annual Review of the Terms of Reference	RES	That the Terms of Reference be accepted without amendment.
236	Annual Work Programme	RES	That the Annual Work Programme be approved.
238	Internal Audit Management Letter	RES	That the Treasurer carry out an annual review of the interest account.
240	AOB	RES	Treasurer to contact the applicant of a recent grant request and confirm the requirements when making grant applications. Grants criteria also to be made available to other Committees and Officers for their information