

Audit Committee



Date	Tuesday 30 September 2008
Venue	Town Hall, St. Annes
Committee members	Councillor Linda Nulty (Acting Chairman) Councillor Cheryl Little (Acting Vice Chairman) Councillors Ben Aitken, David Chedd, Fabian Craig-Wilson, Louis Rigby
Other Councillors	Roger Small
Officers	Philip Woodward, Bernard Hayes, Christopher Kitchin
Other Attendees	Trevor Rees (KPMG), David Swallow (KPMG)

1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Audit Committee meeting held on 21 July 2008 as a correct record for signature by the chairman.

3. Substitute members

The following substitutions were reported under council procedure rule 22.3:

Councillor David Chedd for Councillor Elizabeth Oades

4. General Fund 1st Quarter Monitoring Report

Bernard Hayes (Section 151 Officer) presented a report that set out the position in respect of the General Fund 'Hot Spots' under and over spendings for the quarter ending 30th June 2008, together with Budget Holders comments as to the reasons to the variation. The report also provided a progress update at the end of the first quarter in respect of the Budget Savings agreed by Council in setting the Revenue Budget.

Mr Hayes informed the Committee that at the start of the new financial year the Council's Management Team had agreed a new system of Revenue Budget Monitoring. The system involved monthly monitoring reports being produced for Budget Holders to monitor their latest spending position. On a quarterly basis a "Hot Spots" report was produced that identified budgets that had a variation in excess of £5,000 as compared to the expenditure profile.

Following a full debate during which Mr Hayes addressed all of the issues raised it was RESOLVED:

1. That the Executive Member notes the report in respect of the budget "Hot Spots" and requests that all Budget Holders ensure that expenditure is contained within the agreed Budgets set by Council and where possible savings should be achieved.
2. That the Executive Member notes the report in respect of progress towards the savings targets and instructs that all Directors achieve their targets and where a target cannot be achieved alternative savings are proposed.

5. Annual Governance Report 2007-08

Trevor Rees and David Swallow of KPMG were in attendance at the meeting and presented the Commission's report on Annual Governance.

Mr Rees summarised each section of the report to members of the Committee and thanked the Finance Team and the Officers from Preston for the improvements that had been made.

Mr Rees made reference to Appendix 8 of the report (Draft Management Letter) which had to be signed off.

Members raised concerns in relation to the Duplication of housing benefit debtors Appendix 4 (Accounts recommendations). Mr Hayes advised the Committee that procedures had now been put in place to eliminate such problems.

Following discussion the Committee RESOLVED to accept and sign the draft management representations letter.
