

FINANCE COMMITTEE – OUTSTANDING ACTIONS – PUBLIC MINUTES

Item	Action	Officer responsible	Notes
Appointments to Sub Committees (27 May 2014, Item 6)	1. The Chair explained to request the Chair of the Policy & Resources Committee to recommend a change to the Terms of Reference of the Projects Sub (Policy & Resources) Committee for the Chair of the Finance Committee be appointed to the Committee in an ex-officio capacity, and that the Finance Committee retain two further places to appoint Members to the Committee.	Town Clerk	The Policy & Resources Committee meeting in June 2014 was cancelled. The next meeting is in July 2014.
	2. In the event of a) being agreed the Finance Committee will be asked to appoint a further representative to the Projects Sub (Policy & Resources) Committee at a future meeting.	Town Clerk	This action requires approval of a) by Policy & Resources Committee.
Chamberlain's Business Plan 2014-15 (27 May, Item 12)	The Chamberlain explained that a mid-year review report on the Business Plan for 2014-15 would be submitted to the Committee in November 2014.	Chamberlain	Item has been added to the agenda for November 2014.
	The Chamberlain confirmed that risk management sat within Internal Audit, and he agreed that the name of this service within the organisational structure should be renamed to Internal Audit and Risk Management.	Chamberlain	
Options Appraisal – Microsoft Licence Agreement (27 May, Item 14)	The Information Systems Sub-Committee to consider whether it is appropriate to investigate whether there are viable alternatives to Microsoft prior to the next renewal of licences.	Chamberlain	
Council Tax Discounts on Empty Properties (25 March, Item 7)	A further report to be provided by the Chamberlain, clarifying the process and policies adopted by other local authorities.	Chamberlain	Report submitted to the June 2014 meeting of the Finance Committee.