

**NOT PROTECTIVELY MARKED**  
**WILTSHIRE & SWINDON FIRE AUTHORITY**

**MINUTES of a MEETING of the FINANCE REVIEW & AUDIT COMMITTEE**

**held at WILTSHIRE FRS HEADQUARTERS, MANOR HOUSE,**

**POTTERNE, SN10 5PP**

**on TUESDAY 17 DECEMBER 2013**

**Attendance:** Cllrs C Devine, N Martin, R Jones MBE, and R Wright  
(from partway through item 36/13)  
Phil Chow (Brigade Manager).  
Nick Hobbs, Swindon Borough Council, Head of Intern Audit.  
Alex McCabe, KPMG, External Auditor.  
Keith Strickland (Clerk), Lindsay Gowland (Deputy Clerk).

33/13	<b>APPROVAL OF PREVIOUS MINUTES</b> The Minutes of the Meeting of 19 September 2013 were approved and signed. There were no matters arising.
34/13	<b>WELCOME &amp; APOLOGIES</b> There were no apologies.
35/13	<b>MEMBERS' INTERESTS</b> The Chairman reminded members of the need to declare any personal interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or the Ethics Committee.
36/13	<b>BUDGET MONITORING REPORT – REVENUE &amp; CAPITAL 2013/14</b> The Committee received a paper by the Brigade Manager (Governance & Assurance) attached to which were the Budget Monitoring Statements for the Revenue and Capital Budgets for the period to 31 October 2013. The Brigade Manager reported that the year to date Revenue Budget was underspent, due to lower employee costs and increased income from salary reimbursement of seconded staff. The Capital Budget currently indicated an overspend due to the move of Fire Control, however this would be financed by a grant and use of earmarked reserves.  <u>Resolved:</u>  <i>To receive the paper and note its contents.</i>
37/13	<b>TREASURY MANAGEMENT 2013/14 MID-YEAR</b> The Brigade Manager (Governance & Assurance) presented the Treasury Management Mid-Year Report.  <u>Resolved:</u>  <i>To note the overview of the Treasury management performance for the period ending 30 September 2013.</i>

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38/13	<p><b>INTERNAL AUDIT PROGRESS REPORT</b></p> <p>The Head of Internal Audit, Nick Hobbs of Swindon Borough Council, attended for this item of business. The Internal Auditor commented on the audits reported and that the treasury management function was managed to a high standard and therefore had no recommendations in the audit review of 2013/14.</p> <p><u>Resolved:</u></p> <p><i>To note the Internal Audit Progress Report.</i></p>
39/13	<p><b>EXTERNAL AUDIT – ANNUAL AUDIT LETTER 2012/13</b></p> <p>Alex McCabe, Manager KPMG, attended for this and the following two items of business.</p> <p><u>Resolved:</u></p> <p><i>To note and receive the External Auditor's Annual Audit Letter 2012/13.</i></p>
40/13	<p><b>EXTERNAL AUDIT PROGRESS REPORT 2013/14</b></p> <p>On considering a report by the External Auditor on the audit plan for work in respect of the Financial Year 2013/14</p> <p><u>Resolved:</u></p> <p><i>To note and receive the report.</i></p>
41/13	<p><b>EXTERNAL AUDIT STRATEGY &amp; PLAN 2013/14</b></p> <p>On considering the External Audit Strategy &amp; Plan for the Financial Year 2013/14</p> <p><u>Resolved:</u></p> <p><i>To note and receive the plan.</i></p>
42/13	<p><b>STATEMENT OF ASSURANCE</b></p> <p>The draft Statement of Assurance was received. It was requested that the signed Statement of Assurance be distributed to libraries as part of the Public Safety Document. The Chairman of the Committee undertook to discuss this issue with the Chairman of the Authority.</p> <p><u>Resolved:</u></p> <p><i>To approve the Statement of Assurance.</i></p>
43/13	<p><b>ANY OTHER BUSINESS</b></p> <p>The Chairman thanked the outgoing Clerk, Mr Keith Strickland, for his hardwork and invaluable knowledge.</p>
44/13	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting was confirmed as 18 March 2014 and it was agreed that</p>

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	in future meetings would commence at 2pm.
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Duration of Meeting: 2.30pm – 3.30pm

S L GOWLAND  
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December 2013

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