

MATTERS ARISING

This paper gives an indication of the progress on each item.

- **Standing Financial Instructions**

In the course of preparation. This is a large item and will take until midsummer to complete and will be reviewed by the Auditors before bringing to the Committee, probably at its September meeting.

- **BDO Stoy Hayward System Review**

A detailed review of the points raised by the review is being undertaken in conjunction with the Auditors and a report will be prepared for the Committee Working Party.

- **Training for Council Members and Finance & Resources Committee**

Dates in early November are being selected. It is likely that this training will be over two days to allow Committee members to arrive in good time. It is proposed that the training will also be available to Council Members not serving on the Finance & Resources Committee and will be available to senior executive staff.

- **Cheque Signatories**

The Auditors have indicated their preference for two signatures on all cheques and therefore the proposal to have only one signatory on cheques up to £1,000 has been withdrawn.

- **Expenses Policy**

A consultation exercise with each member of Council is being set up. It is proposed that a tax representative from BDO Stoy Hayward be in attendance at individual meetings, although it should be stressed that this person may only give general advice, so as to ensure that it cannot be said that he is advising Council Members on a personal basis.

- **Office accommodation**

Monthly report: An internal working group is being set up to work with DEGW plc, who are continuing detailed work towards producing a formal proposal.