



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.
MISSION: To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton
Finance Committee
15 November 2018
10.02am

Present: Councillor Dennis Tucker, JP (Chair)
Councillor John Harvey, MBE, JP
Councillor Henry Ming
Councillor Lawrence Scott, JP

In Attendance: Tanya Iris - Acting Secretary/Treasurer
Lindell Foster - HR Manager
Siobhan Fubler - Deputy Treasurer

Apologies: Rt. Wor. Charles Gosling, JP

1. Confirmation of Notice:

The Acting Secretary confirmed that the appropriate notices of the meeting and agenda were duly given according to the meeting guide.

2. Role of the Chairman:

Councillor Dennis Tucker confirmed his role as the Chairman.

3. Open Meeting:

The Chairman called the meeting to order at 10:02 am.

4. Apologies:

The Acting Secretary confirmed that apologies had been received from the Mayor.

5. Public Participation/Presentation:

(i) KPMG - Audit Presentation:

It was recommended at the Board Meeting held yesterday, Wednesday, 14 November 2018, that KPMG be appointed as auditors for the next three (3) consecutive years - December 31, 2018, 2019 and 2020. An approved Resolution is awaited from the Minister.

Mr. Steve Woodward and Ms. Shanay Brown of KPMG were in attendance to present the KPMG Audit Strategy and Plan for the Corporation of Hamilton. Mr. Woodward introduced Ms. Brown who would be acting as the Audit Manager of the team for this year. She was the Audit Senior last year and is familiar with the COH. Ms. Felicia Govender would have oversight.

Key Points:

- KPMG would send a legal letter to the COH requesting to be kept updated on the current legal proceedings.
- KPMG required to be informed of any changes to the Municipalities Act.
- KPMG required written confirmation of any changes to the risk items.
- Financial Statement to be available in May 2019.

The KPMG Report to Management and the Finance Committee document, dated 15 November 2018, was discussed. A Letter of Engagement was handed to the Acting Secretary.

Mr. Steve Woodward and Ms. Shanay Brown left the meeting at 10.44 am.

6. Correspondence:

There was no correspondence received.

7. Minutes of Previous Finance Committee Meeting dated 11 October 2018:

Proposed: Councillor J. Harvey **Seconded:** Councillor H. Ming

The Minutes of the meeting were accepted as read.

8. Matters arising from the Previous Finance Committee Meeting dated 11 October 2018:

There were no matters arising.

9. Status Updates:

Financial Report – September 2018: The Chairman stated that the financial reports were satisfactory. Highlights included the following:

Revenue: Revenue from wharfage and car parks had increased.

Expenses: Expenses had decreased.

Events: The revenue shortfall of last month had corrected itself as funds were received related to the Bermuda Fashion Festival.

Government Charges: These related to tipping fees.

Water: This was a concern.

Staff Costs: This had been under-budgeted.

Financial Liabilities:

- The cash from the deferred Sewage Tax would be accounted for separately from November 2018.
- Strict reconciling measures are in place.

10. Recommendations for Review:

There were no Recommendations for review.

11. Any Other Business:

(i) **Security at City Hall:** Councillor Harvey noted that there was concern about the security of the building at City Hall and the safety of staff. There was a report of graffiti on the walls of City Hall and complaints that the cars of staff members had been maliciously damaged. It was considered that the installation of CCTV cameras would identify the culprits for prosecution. Councillor Harvey said that there was currently no budget for the CCTV installation and requested that funding be made available today. He said the City Engineer had been obtaining information and quotes for the installation of a CCTV system, which would be sophisticated with high quality recordings admissible as evidence. The system should be fit for the purpose of protecting City Hall, its staff members and the general public. It was hoped that the City Engineer would present at the next Infrastructure Committee Meeting on 21 November 2018, a Recommendation to the Board for urgent approval. Councillor Harvey said that the current situation was intolerable and the CCTV system at City Hall should be in operation by the beginning of 2019. The Chairman wholeheartedly agreed with this course of action. He added that it had come to his notice that other illicit activities, including the sale of drugs, were taking place around the building.

The HR Manager said that she, and the Acting Secretary, attended monthly meetings with the Bermuda Police Service (BPS) who had changed their patrol schedule to accommodate extra inspections of City Hall. The Chairman said that the CCTV cameras would be a deterrent and the system should be installed as a matter of urgency. The Chairman also said the building must be treated with the integrity and the dignity it deserves. The Acting Secretary said that once the cost was known, funds would be considered.

ACTION: Obtain information and quotes for the installation of a CCTV system. The information to be presented at the next Infrastructure Committee meeting with a Recommendation to the Board for urgent approval. **(City Engineer)**

12. Motion to Move to a Restricted Session

Proposed: Councillor J. Harvey

Seconded: Councillor H. Ming

The Public Session closed at 11.12 am.