

Allhallows Parish Council

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MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 18th SEPTEMBER 2013 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD AT 6:30 pm

Present:

Cllr Mark Skudder (Chair)

Cllr Alan Marsh

Cllr John Lambourne

Cllr Mrs Wendy Myers

Cllr John Luck

Margot Sturt Parish Clerk

One member of the public

Minutes F/1/2013/

1. Apologies for absence

There were no apologies for absence.

2. Declarations of Pecuniary Interest (DPI's) or Other Significant Interests (OSI's)

There were no Declarations of Pecuniary Interest (DPI's) or Other Significant Interests (OSI's) from members concerning specific items on the agenda.

3. Dispensation requests for members with DPI's in relation to the Finance Committee agenda

There were no dispensation requests for members with DPI's in relation to the Finance Committee agenda.

4. To approve the minutes of the Finance Committee meeting held 3rd April 2013

The minutes of the Finance Committee meeting held 3rd April 2013 were approved. Proposed by Cllr Mrs Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.

5. Matters arising from the above minutes not on the agenda

There were no matters arising.

6. 2013/14 Budget monitoring reports

The 2013/14 budget monitoring reports were noted. It was suggested that additional budget lines be introduced for next year's budget to cover salary outsourcing and PAYE costs.

7. Annual Parish Council Risk Assessment

A full review of corporate controls to manage risk, error and fraud was carried out and the information contained in the Annual Parish Council Risk Assessment document was

agreed by the Finance Committee. The Risk Assessment identified that the Parish Council Asset Register needed to be updated and reviewed annually and the Gifts and Hospitality Register should be present at each Council meeting and listed as an agenda item twice a year. As a next step the document would be put on the next Parish Council agenda for agreement as a correct record of the assessment.

Proposed by Cllr Alan Marsh and seconded by Cllr Mark Skudder and agreed unanimously.

Action Point 1/F/1/2013

Parish Clerk to include Annual Parish Council Risk Assessment and Gifts and Hospitality Register on 9th October 2013 Parish Council Meeting agenda.

8. Parish Council Risk Schedule

The changes and additions to the draft document were agreed. An updated Risk Schedule would be prepared and put on the next Parish Council agenda for agreement. The Parish Clerk was asked to find out from tree experts what the normal practice is for tree checking (including infestations) and obtain an estimate for an annual inspection of trees in the following Parish Council owned areas of the village:

- Cross Park;
- Village Hall grounds;
- Conservation Grounds (opposite Shelduck Close); and
- The Brimp.

Action Point 2/F/1/2013

Parish Clerk to find out from tree experts what the normal practice is for tree checking (including infestations) and obtain an estimate for an annual inspection of trees in Parish council owned areas of the village.

9. Internal check of Financial Records and assignment of responsibility to a Councillor

Following the Risk Assessment, it was agreed that the Parish Clerk would produce a Finance Check list for Councillors to meet the requirements of Accounts and Audit Regulations. To start this process, Councillor John Luck and Councillor Mrs Wendy Myers would each carry out two sets of checks over the next six months. Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously.

10. Updated Financial Regulations

The draft updated Financial Regulations were discussed and changes agreed. The regulations to be placed on the next Parish Council meeting for agreement and adoption.

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

11. Investment strategy

The draft Investment Strategy was agreed and this is to be placed on the next Parish Council agenda for agreement and adoption.

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed unanimously.

12. Register of gifts and hospitality

Following the Financial Risk Assessment, it was agreed to put in place arrangements for the register to be available at all meetings and to formally place it on the agenda twice a year in line with current instructions.

Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Wendy Myers and agreed unanimously.

13. Asset register

The Parish Council Asset Register was reviewed and updated to confirm, update and agree current values for items owned by the Parish Council. The revised document would provide a more accurate reflection of assets for the end of year audit accounts. It was agreed to write off the broken Kodak printer and Fax machine that previous Parish Clerks had been issued with to support their roles.

Proposed by Cllr Mrs Wendy Myers, seconded by Cllr John Lambourne and agreed unanimously.

It was agreed that up to date insurance values should be obtained for the Village Hall building and contents, Cross Park pavilion, the Brimp building and the brick building at the Brimp.

Proposed by Cllr Mrs Wendy Myers, seconded by Cllr Mark Skudder and agreed unanimously.

It was agreed that land valuations should also be obtained for the Village Hall, the Brimp, Cross park and the "Conservation Area" opposite Shelduck Close in Avery Way.

Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously.

Action Point 3/F/1/2013

The Parish Clerk to arrange for the printer and fax machine to be written off from the asset register and recycled.

Action Point 4/F/1/2013

The Parish Clerk to obtain up to date insurance values for the Village Hall building and contents, Cross Park pavilion, the Brimp building and the brick building at the Brimp.

Action Point 5/F/1/2013

The Parish Clerk to obtain up to date land valuations for the Village Hall, the Brimp, Cross park and the "Conservation Area" opposite Shelduck Close in Avery Way.

14. Asset Controls – Safety & Maintenance checks for Cross Park and Play Park

Regular safety checks are being undertaken each week for the Playpark equipment. The Caretakers record their checks and findings and the check list is passed to the Parish Clerk for consideration and retention.

Statutory electrical and gas safety checks are carried out each year at Cross Park pavilion. Cross Park pavilion Health & Safety Risk Assessment for 2013/14 will be carried out by Cllr Mark Skudder. This includes a Fire Risk assessment.

Action Point 6/F/2013

Cllr Mark Skudder to carry out Health & Safety Risk Assessment checks at Cross Park pavilion.

CONFIDENTIAL SECTION

A motion was made under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be

prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously.

15. 2013/14 Parish Clerk National salary award recommendation

It was recommended that the National Salary Award for Parish Clerks be put to the next full Parish Council for approval.

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed unanimously.

The Chairman, Cllr Mark Skudder closed the confidential section of the meeting.

16. Matters arising from 2012/13 Internal and External Auditor reports

As the report had not yet been received there were no matters arising.

17. Date of next meeting

The date of the next meeting was agreed as 13th November 2013.

The meeting was closed at 8:45pm

Signed as a true record

Cllr Mark Skudder

Chairman

13th November 2013

Date

Action Point number	Detail	Review	Cleared
1/F/1/2013	Parish Clerk to include Annual Parish Council Risk Assessment and Gifts and Hospitality Register on 9 th October 2013 Parish Council Meeting agenda.	Included 9 th October agenda	9/10/13 and ongoing.
2/F/1/2013	Parish Clerk to find out from tree experts what the normal practice is for tree checking (including infestations) and obtain an estimate for an annual inspection of trees in Parish Council owned areas of the village.	Not yet actioned 5 th October 2013	
3/F/1/2013	The Parish Clerk to arrange for the printer and fax machine to be written off from the asset register and recycled.		1/10/2013
4/F/1/2013	The Parish Clerk to obtain up to date insurance values for the Village Hall building and contents, Cross Park pavilion, the Brimp building and the brick building at the Brimp.	Chartered Surveyors contacted and scheduled for December 2013 agenda	
5/F/1/2013	The Parish Clerk to obtain up to date land valuations for the Village Hall, the Brimp, Cross park and the "Conservation Area" opposite Shelduck Close in Avery Way.	Chartered Surveyors contacted and scheduled for December 2013 agenda.	
6/F/1/2013	Cllr Mark Skudder to carry out Health & Safety Risk Assessment checks at Cross Park pavilion.		