

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at Newick Sports Pavilion, King George V Playing Field, Allington Road, Newick, on Tuesday 11th July 2017 at 7.00 p.m.

Present: Councillors: B. Horsfall, I. Nesbitt and K. Wrench

In Attendance: Mrs. S. Berry (Clerk)
One member of the public was present

An audio recording was made of the meeting

1. **Appointment of Chairman for Finance & General Purposes Committee** - It was agreed that Cllr. Horsfall (nominated by Cllr. Nesbitt) would be elected as Chairman of the Finance & General Purposes Committee.
2. **Apologies for Absence** – Apologies had been received from Cllr. Jones.
3. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
4. **Questions or Statements by Members of the Public**
There were no questions or statements by members of the public.
5. **Review of Statement of Performance against budget as at end June 2017** – Copies of the Statement of Performance against budget as the end of June 2017 had been circulated prior to the meeting. It was noted that expenditure would exceed budget under the Environment Committee projects heading. The Clerk explained that this was because work agreed and ordered in the previous financial year would not be completed and paid for until the current financial year.
6. **Consideration of Internal Auditor's report 12th May 2017** – Copies of the Internal Auditor's report dated 12th May 2017 had already been made available to the full Council meeting on 30th May 2017. Details of the comments and recommendations made by the Internal Auditor were considered by the committee and the following was agreed:-
 - 1) Legal Deposit Libraries Act 2004 – It was noted that the Council was required to send copies of any publications to the British Library. The Clerk confirmed that she had sent a copy of the Council's latest newsletter by email and had enquired as to the best way of sending future publications. A reply was awaited.
 - 2) Financial Regulations – NALC template – It was noted that the optional sentence in section 5.1 of the NALC template (credit references for cheque signatories) had been removed by the committee when it was considering the draft document. The approved version does not, therefore, contain this sentence which the auditor had recommended should be deleted.
 - 3) Insurance – Cyber Crime – The Clerk reported that the Council's insurance provider did not offer insurance against cyber crime as part of the policy. It was agreed to recommend to the Council that no further action should be taken in connection with this matter as it was considered that the Council's computer security software and the bank internet security procedures offered a sufficient level of protection.
 - 4) King George V Playing Fields – Charitable Trust – The Internal Auditor had raised this matter on previous occasions, recommending that no change should be made to current practice and it had not been commented on by the External Auditors. It was noted that the

Clerk already separated out Playing Fields expenditure in the accounts and agreed that in future these items would be highlighted as charitable trust items. **Action Clerk**

- 5) Sports Pavilion lease – The Internal Auditor had noted that the Council was in the process of granting a lease for the Sports Pavilion to the Sports Pavilion Management Committee. The Clerk was asked to check what the position would be regarding the amalgamation of Sports Pavilion accounts with those of the Council once the lease had been agreed. **Action Clerk**

7. **Risk and Management Controls** – Copies of the Council's Risk and Management Controls document, in which items requiring action had been highlighted, had been circulated prior to the meeting and individual items considered. It was confirmed that the quarterly bank reconciliation, calculation of salary and pension contributions and IT controls had been carried out and checked by the Chairman of the Council. The Clerk confirmed that the quarterly VAT reclaim had been sent to HMRC.

It was noted that the Council's 10 Day Notice Account with Barclays Bank no longer paid any interest and that funds held in the Co-operative Bank current account did not earn interest either. It was agreed that Cllr. Nesbitt would investigate suitable alternative interest bearing deposit accounts with short notice periods and report back. **Action Cllr. Nesbitt**

8. **Policies and procedure to be reviewed**

Review of asset register and insurance cover – A copy of the Council's asset register as at 31st March 2017 had been circulated prior to the meeting and was noted. It was agreed that the Clerk would uprate the insurance valuation for items covered under the insurance policy and that a separate register for disposed assets would be created. **Action Clerk**

Review of effectiveness of internal audit – A draft review document had been circulated prior to the meeting. It was agreed to recommend that the Council should approve this document and that the Clerk would circulate details of training opportunities for members. **Action Clerk**

Review of Community Resilience Plan – Copies of the Community Resilience Plan dated November 2015 had been circulated to all members of the Council prior to the Parish Council meeting held 27th June 2017. It was noted that Cllrs. Horsfall and Sheppard would go through the plan, update the details and present the updated plan to the Council for approval. **Action Cllrs. Horsfall and Sheppard**

The Clerk agreed to contact the ESCC & LDC Emergency Planning Officer to find out if any amendments to the standard template were recommended. **Action Clerk**

Declaration by members of gifts/hospitality received – It was noted that members of the Council had been reminded at the Annual meeting of the Parish Council held on 30th May 2017 that they should check and amend where necessary their Register of Interests forms. The final page of the Register of Interests form contained an opportunity for members to declare any gifts or hospitality with a value over £50 which they had received in their capacity as a member of the Council. No further action was required in connection with this matter.

9. **Electronic Banking** – an updated report on the use of electronic banking had been circulated prior to the meeting. Cllr. Wrench reported that he had investigated four possible alternative current account providers, HSBC, Lloyds, Natwest and Barclays, all of which offered community type accounts to non-profit making organisations. HSBC, Natwest and Barclays would not charge any fees where the organisation's turnover was less than £100k and the account was not overdrawn. Cllr. Wrench detailed the electronic banking system and the security measures which would be put in place in order to comply with the Council's Financial Regulations. The Clerk reported that she had checked on Santander and Unity Trust Bank

and found that Santander did not offer dual authorisation and Unity Trust would charge a monthly fee of £6. It was agreed to recommend to the Council that, in the first instance, a meeting should be arranged with a local branch of HSBC Bank with a view to opening a current account which would meet the Council's requirements in terms of dual authorisation for electronic payments.

One member of the public left the meeting at 7.53 p.m.

10. Items for the next agenda – It was agreed that the following items would appear on the next agenda:-

Report on interest bearing accounts – Cllr Nesbitt

Future staffing issues

The possible purchase of accounting software

2018/19 Budget

The Meeting Closed at 7.56 p.m.

Signed.....Dated.....

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
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