

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 14th August 2018 at 6.55 p.m.

Present: Councillors: B. Horsfall, M. Thew and K. Wrench

In Attendance: Mrs. S. Berry (Clerk)

An audio recording was made of the meeting

- 1. Election of Chairman and Vice Chairman for this committee** – It was agreed that Cllr. Horsfall would continue in the role of Chairman of this committee and Cllr. Wrench would take on the role of Vice Chairman.
- 2. Apologies for Absence** – Apologies had been received from Cllr. I. Nesbitt.
- 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 members of the public present at the meeting.
- 5. Review of Statement of Performance against budget as at end July 2018** – Copies of the Statement of Performance against budget as at the end of July 2018 had been circulated prior to the meeting and were noted. The Clerk explained that the tree works budget was overspent because tree works that had been ordered and budgeted for in the previous financial year had been delayed. This meant that the payment had been made from the current year's budget as a result.

It was agreed that the amount of £5899 CIL contribution received in April 2018 should be transferred to an earmarked reserve. **Action Clerk**

- 6. Review of bank accounts** – It was agreed that the second half of the precept when received from Lewes District Council should remain in the Council's current account rather than be transferred to a savings account as the low rate of interest meant that it was not worth spending time on transferring funds between accounts in order to meet monthly payment commitments.
- 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 had been carried out and had been checked. The Clerk confirmed that the quarterly VAT reclaim had been submitted and that payment had been received from HMRC.

It was agreed that the reference to 'depreciation approach for Capital' shown under Financial Policy in the Risk and Management Controls should be deleted as this was not relevant to local council finance.

8. Policies and procedure to be reviewed

The following draft amended policies and procedure documents had been circulated prior to the meeting and it was agreed to recommend that the Parish Council should approve the amendments:-

- Tree policy
- IT Back-up procedure
- Internal Controls
- Complaints Procedure
- Protocol on the recording and filming of council and committee meetings
- Process manual

It was agreed to recommend that the Financial Policy last modified in 2012 should be deleted as the items covered in this policy were also covered in the council's Financial Regulations.

It was noted that there had been no further progress on the updating of the Emergency Plan and agreed that a meeting should be arranged as soon as possible. **Action Cllrs. Horsfall and Sheppard**

9. Review of insurance cover – It was noted that the Parish Council's long term insurance agreement was due to expire on 30th September 2018. It was agreed that the Clerk should obtain quotations from Came & Company (specialist brokers) and Zurich for the renewal of the policy. **Action Clerk**

10. General Data Protection Regulation (GDPR) – A report from the Clerk detailing the progress made since the last meeting in April had been circulated prior to the meeting and was noted. It was agreed to recommend that the Parish Council should approve the amended Data Protection Policy which had been updated to reflect the changed legislation.

11. Items for the next agenda – It was agreed that the following items should be included on the agenda for the next F&GP Committee meeting:-
2019/20 budget preparations
King George V Playing Field charitable status

The Meeting Closed at 7.50 p.m.

Signed.....**Dated**.....