

NEWICK PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE ABOVE-NAMED PARISH HELD ON TUESDAY, 10th April, 2012 AT NEWICK SPORTS PAVILION ALLINGTON ROAD COMMENCING AT 6.45 P.M.

PRESENT: Cllr. C. Jago (Chairman for this committee)
Cllr. Ross Houghton
Cllr. J. Lucas
Cllr. Mrs. C. Sharpe
Mrs. L. M. Farmer Clerk for the Council

1. **APOLOGIES:** None
2. **DECLARATIONS OF INTEREST:** There were no Declarations of Interest.
3. **QUESTIONS FROM THE PUBLIC:** No members of the public were present.
4. **REVIEW OF OUTTURN AND BANK BALANCE AS AT END OF MARCH, 2012:** Copies of the Outturn and Bank Balance had been circulated to the Committee for its approval before recommending adoption to the Council.
The Bank Balances were noted and agreed and signed.
The Outturn was reviewed and it was agreed that the balances to be carried forward were as follows:-

£12316	to General Fund
£732	to Village Hall Grant Fund
£3000	to Playing Field Reserve Fund
£2000	to Sports Pavilion Reserve Fund
£3037	VAT claim to Loan – Village Hall Refurbishment
£1090	c/f to 2012/2013 for tree budget and Queen's Diamond Jubilee
Total	<u>££22175</u>

It was noted that the Internal Audit would take place on 3rd May and that all the paper work for the External Audit had to be submitted to Mazars at the latest by 4th July, 2012.

The Committee recommended the following be approved by Council

- The Annual Internal Audit Plan
- The Audit Schedule
- The Annual Review of the effectiveness of the system of Internal Audit.

The Internal Auditor's Report had been circulated and comments noted and acted on.

5. **REVIEW OF COUNCIL DOCUMENTS:**
The Committee recommended the following documents be approved by Council after some minor amendments and updating of Acts etc.
 - Tree Policy – the identification of the trees would be attached to the master copy only.
 - The Parish Council Risk Assessment Policy
 - The Parish Council Risk Assessment
 - The Freedom of Information Policy and Scheme
 - The Conditions of use for Hire of the KGVPF and MRF (Manwaring Roberston Field) together with the Rules and Regulations for Playing Fields recommended by the National Playing Fields Association subject to these being reworded to cover both fields.

The Council reviewed the Newick Risk and Management Controls ensuring that all the Council's procedures were being undertaken and the controls updated in line with the review.

It was noted that the Insurance should be reviewed again in July by the Committee although it was not due for renewal until October.

It was agreed that the Council should review the amount of Fidelity Insurance that it currently had and ensure that this was increased to cover what was held in the Bank Accounts.

The Chairman would check the IT records back-up with the Clerk

7. **INTERNAL AUDITOR:** The Clerk to find at least three candidates for consideration by the Committee at the next meeting.

8. **DATE FOR NEXT MEETING:** This would be in July subject to the Annual General Meeting of the Council confirming the dates for the Committee Meetings of the Council for the next year up to May 2013.

9. **ITEMS FOR THE NEXT MEETING:**

Meeting Closed at 7.35 p.m.

Signed: Chairman

Dated:

**The Clerk Mrs. Linda M. Farmer, 7 Oldaker Road, Newick, Lewes, East Sussex BN8 4LN
Tel: 01825 722061 e-mail: newickpc@btinternet.com**