

NEWICK PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE ABOVE-NAMED PARISH HELD ON TUESDAY, 9th APRIL 2013 AT NEWICK SPORTS PAVILION ALLINGTON ROAD COMMENCING AT 7.00 P.M.

PRESENT: Cllrs. C. Jago (Chairman for this committee), J. Lucas, Mrs. M. Thew, and Mrs. S. Berry, Clerk for the Council.

1. **Apologies:** Cllr. R. Houghton
2. **Declarations of Interest:** There were no Declarations of Interest.
3. **Questions from the Public:** No members of the public were present.
4. **End of Year Balances 2012/13:** Copies of the draft end of year balances and bank balances had been circulated. It was noted that £1,000 under Elections was unspent and had been transferred into the election reserve fund. It was also noted that £11336 had been transferred from the Gratuity reserve fund when the gratuity was paid to the retiring Clerk and that this reserve fund had been closed. The Parish Council's National Insurance liability in respect of the gratuity had been paid from the National Insurance PC budget which was overspent as a result. End of year reserves amounted to £67175 and the reserve held on behalf of the Village Hall amounted to £14406. At the time of the meeting there was a discrepancy of £190 between the bank balances at the end of March 2013 and the total of the reserve funds. The Clerk was working to resolve this discrepancy.
In accordance with previous requests, it was recommended that £823 should be carried forward to the 2013/14 tree surgery/planting budget and £1350 to the 2013/14 environment committee budget. It was further recommended that the remaining surplus should be divided as follows into reserves:- £2,000 to Sports Pavilion, £2,000 to Play Activity and the balance to General reserve.
5. **Review of Outturn 2013/14:** The Outturn for 2013/14 was not available at the time of the meeting. The Clerk was not aware of any factors that would significantly affect the agreed budget.
6. **Audit Arrangements:** It was reported that the Internal Audit would be carried out on 13th May 2013. The draft Audit Schedule was noted and it was agreed that the Clerk should work to the dates contained therein which were largely dictated by dates shown in the Notice of the annual audit received from the external auditors, Littlejohn. It was noted that the deadline for submission of the Annual Return was 10th June 2013.
It was agreed that the existing form should be used as the basis for the annual review of the effectiveness of the system of internal audit, no changes to the form were recommended. This review would be carried out by the full Council at its Annual General meeting in May.
7. **Review of Risk and Management Controls:** It was reported that the Chairman of F&GP would be carrying out the quarterly checks of the bank balances shortly. It was recommended that the dates for these checks should be moved forward by one month to reflect the fact that the bank statements required for the checks to be carried out would not be available until the middle of the following month. On this basis, the next quarterly check would be in July 2013. The following items were also due for review:-
 - 1) Legal & Regulatory – Village Hall Audit Plan, This had not been received from the Village Hall Management Committee, Cllr. Allen had agreed that he would chase this at the next VH Management Committee meeting.
 - 2) Management Controls – Asset Register and Insurance cover, a copy of the current asset register had been circulated and various anomalies were noted. The Clerk was asked to review the asset register and make recommendations for amendments at the next F&GP committee meeting. It was noted that the Council's new laptop and printer were not on the asset register, the Clerk was asked to rectify this and check whether the equipment would be covered under her household insurance policy. It was noted that the Parish Council's insurance cover was not due for renewal until October 2013.
 - 3) Practice and Policy – Conditions of Hire of Playing Fields – no amendments were recommended other than for the Clerk's details to be updated.

4) Overall Risk Assessment – Village Handy Person – It was noted that the Village Handy Person's monthly report sheets did not highlight any outstanding issues. The Clerk was asked to check whether or not a risk assessment of the duties undertaken by the Village Handy Person had been carried out and, if not, for her to ask Cllr. Allen to assist with completing one.

It was noted that a check of the calculations for employee and employer contributions made to the ESCC pension scheme should be added to the list of risk and management controls.

8. **PAYE – Real Time Information (RTI):** It was noted that the Parish Council would be required to submit PAYE returns to the Inland Revenue online every month with effect from April 2013. The Clerk was asked to assess the time it would take to complete monthly returns compared with completing annual returns at the end of each year and report to the next F&GP committee meeting.
9. **Review of work by Village Handy Person:** It was noted that the Village Handy Person had been in post since August 2012 and that a six monthly review of his work was due to be carried out. It was agreed that he should be asked to attend a meeting with The Clerk, The Chairman and the Chairman of F&GP in order to discuss any outstanding concerns.
10. **Items for the next meeting:** Village Handy Person, Review of Insurance Cover, Review of budget

Meeting Closed at 7.40 p.m.

Signed: Chairman

Dated:

The Clerk Mrs. Sue Berry, 18 Newlands Park Way, Newick, Lewes, East Sussex BN8 4PG
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