

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes Committee held at the Sports Pavilion, King George V Playing Field, Allington Road on Tuesday, 8th October, 2013 at 7.00 p.m.

Present: Councillors: C. Jago (Chairman for this committee),
R. Houghton, J. Lucas and Mrs. M. Thew
In Attendance: Mrs. S. Berry (Clerk)

1. **Apologies for Absence and to consider whether to approve reasons given** – No apologies had been received.
2. **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.
3. **Questions or Statements by Members of the Public** – No members of the public were present at the meeting.
4. **Review of Statement of Performance against budget (Outturn) as at end September 2013** – Copies of the Outturn as at the end of September 2013 had been distributed in advance and was noted.
5. **2014/15 Budget** – Copies of the first draft of the 2014/15 budget were circulated at the meeting. The draft budget assumed that the precept from Lewes District Council would be at the same level as for 2013/14. It was agreed that subject to any further bids from committee chairmen, this budget would be submitted to the full Council on 29th October.
6. **Risk and Management Controls** –
It was reported that Cllr. Jago had carried out the quarterly check of bank balances, IT controls, and calculation of Pension contributions.

It was noted that the Annual review of the Parish Council's Risk Assessment Policy was overdue. Some minor amendments were made to the existing policy document and it was agreed that this should be submitted to the full Council for approval.
7. **Consideration of External Auditor's Report and completion of audit satisfaction survey** – It was noted that the External Auditor had certified the Annual Return, making no comment or recommendation. In accordance with regulations, copies of the certified Annual Return and the required 'Notice of conclusion of the audit and right to Inspect the Annual Return' had been displayed on the Parish Council notice boards. The Clerk confirmed that she had not received any requests to inspect the accounts. It was agreed that the External Auditor's satisfaction survey should be completed by the Clerk.
8. **Interim Audit** – It was agreed that the Clerk should arrange for an interim audit to be carried out and advise the Parish Council when this had been done.
9. **Review of Financial Regulations** – Draft copies of the updated Financial Regulations had been circulated in advance and it was agreed that they should be submitted to the full Council for approval.
10. **Clerk's appraisal** – It was agreed that the Chairman of the Council would carry out an appraisal of the Clerk's performance over the past year, having obtained feedback from individual councillors. Model forms produced by the Society of Local Council Clerks would be used by the Clerk and the Chairman to prepare for the appraisal.

11. CCTV system – Copies of the Parish Council's existing CCTV Code of Practice and recently published Home Office Guidance (Surveillance Camera Code of Practice) had been circulated in advance of the meeting. It was agreed that Parish Council's Code of Practice should be updated and the Clerk was asked to contact Cllr. Allen to ask whether or not he would be willing to do this. It was agreed that the CCTV Management Group should be reformed and that this matter should be referred to the full Council. It was noted that the Clerk would supply a log book to be kept with the CCTV system.

12. Confirmation as to whether or not further meeting required on 12th November 2013 to finalise budget. It was agreed that a further F&GP committee meeting would be held prior to the Planning Meeting on 12th November if this was considered to be necessary. The decision would be made at the Parish Council meeting on 29th October.

The Meeting Closed at 8.00 p.m.

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

