

## 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, 9<sup>th</sup> July, 2013 at 7.00 p.m.

**Present:** Councillors: C. Jago, R. Houghton, J. Lucas and Mrs. M. Thew  
**In Attendance:** Mrs. S. Berry (Clerk), Mr A Thomas, Chairman of Newick Village Hall Management Committee (NVHMC), and Mrs S Thomas, elected member of NVHMC

- 1. Election of Chairman and Vice Chairman for this committee** – Cllr. Jago was nominated as Chairman of this committee and Cllr. Lucas was nominated as Vice Chairman. Both appointments were agreed unanimously.
- 2. Apologies for Absence and to consider whether to approve reasons given** – There were no apologies.
- 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** – There were no disclosures.
- 4. Questions or Statements by Members of the Public** – There were no questions or statements by members of the public.

**Item 8. Review of requirements for Village Hall Custodial Trustee Audit Plan** – It was agreed that this item should be brought forward in order to assist the members of Newick Village Hall Management Committee (NVHMC) who had attended the meeting. It was agreed that Standing Orders should be suspended for this item.

Mr Thomas distributed copies of a written statement which considered 1) the authority of the Parish Council to take over the management of the village hall, 2) the documents currently provided by NVHMC under the existing audit plan, and 3) further information that the Parish Council would need if it was asked to take over the management of the village hall.

Following discussion, and subject to consultation with the Parish Council's nominated representative on NVHMC, it was agreed that a recommendation should be made for the Audit Plan to be amended as follows:- 1) Copies of the Annual Return to the Charity Commission and the Audited Accounts to be provided to the Parish Council each year by NVHMC. 2) The Parish Council's nominated representative to take on responsibility for reassuring the Parish Council that the NVHMC had fulfilled its legal and financial obligations and that the necessary insurances, licences, and policies were in place, and to supply evidence if requested by the Parish Council.

It was agreed that a response would be sent to Mr Thomas's letter of 4<sup>th</sup> July 2013, once this had been approved by the full Council at its meeting on 30<sup>th</sup> July 2013.

*Mr and Mrs Thomas left the meeting at 7.30 p.m. and Standing Orders were resumed.*

- 5. Review of Statement of Performance against budget (Outturn) as at end June 2013** – A copy of the outturn had been distributed in advance for information. It was agreed that the following adjustments would be made:-  
Receipts – Add £32 to Outturn 2013/14 column against Village History/Pictorial, and delete any unused or historic lines

Payments – Reduce the Contingencies budget and outturn figure by £350 and increase the Youth Work budget figure by the same amount. Delete any unused or historic lines.

An invoice for £1629 had been received in respect of admin support for the Neighbourhood Plan carried out between January and June 2013. In view of this, it was agreed that the existing Neighbourhood Plan budget of £2,000 would be insufficient and that a recommendation should be made to the full Council for the budget figure to be increased to £6,000, of which £2500 would be covered by the DCLG grant and the additional £1500 from the General Reserve fund.

6. **Quarterly Check of Bank Balances** - It was noted that Cllr. Lucas had checked the bank balances at the end of June and had confirmed that they corresponded with the accounting records for the year to date.

7. **Risk and Management Controls** – The following items on the Risk and Management Control document were considered:-

IT Controls - The 6 monthly check that IT control procedures were being followed was due to be carried out.

Review of Financial Regulations – The Clerk had highlighted some suggested minor alterations and corrections of typing errors. It was agreed that these should be sent electronically to members of the committee for them to note and agree the changes before referral to the full Council.

Audit Effectiveness Review – It was recommended that the Council should approve the Annual Review of the effectiveness of the system of internal audit.

Asset Register and Insurance Cover – It was agreed that the kissing gate should be removed from the asset register as this was not an asset belonging to the Parish Council, and that the current asset register should be circulated with the agenda for the next Parish Council meeting for consideration by all Councillors.

Review of Standing Orders – The Clerk reported that NALC would shortly be publishing the 2<sup>nd</sup> edition of 'Standing Orders for Local Councils including new model standing orders. It was agreed to delay the review until this document had been received.

Risk Assessment Policy – This was due for review and would be considered at the next meeting of the Finance and General Purposes committee

Terms of Reference for Allotment Working Group – to be considered under item 14

Tree Warden Policy – This would shortly be due for review. It was agreed that a copy of the policy would be sent to Cllr. Mrs Wickens for her comments.

Update of Councillors' Register of Interests – It was agreed that this would be an agenda item for the next Parish Council meeting and Councillors would be invited to complete a new Register of Interests form if there had been any relevant changes since October 2012.

8. **Review of requirements for Village Hall Custodial Trustee Audit Plan** – This item had been brought forward and dealt with earlier in the meeting.

9. **Detailed examination of Internal Audit Report:-**

- a. **Electronic/Internet Banking** – The Clerk advised that she now had internet access to both the Barclays Business Premium and Cooperative Community Direct Plus accounts. It was agreed that a letter should be sent to the Clerk confirming that her authority to operate these accounts extended only to checking transactions online and transferring funds between accounts belonging to Newick Parish Council. In accordance with the Financial Regulations, all payments should continue to be made by cheque and signed by any two of the five Councillors who had been authorised to do so.

- b. **Annual Review of Standing Orders and Financial Regulations** – These matters had been covered under item 7 – Risk and Management Controls

- c. **Consideration of recommendation to change accounting system to 'Receipts and Payments'** – The implications of changing the accounting system to Receipts and Payments were discussed. It was agreed that the system of Income and Expenditure should continue to be used for the time being.
  - d. **Review of the Effectiveness of Internal Audit** – This had been covered under item 7 – Risk and Management Controls
10. **Consideration of External Auditor's Report if received by the time of the meeting** – The External Auditor's Report had not been received.
  11. **Village Handy Person – Review of duties and Risk Assessment** – The Clerk had updated the role description and list of duties for the Village Handy Person and it was agreed that this should be issued to Sandra Orwin.
  12. **Review of Clerk's Contract of Employment** – It was agreed that Cllr. Jago would check the Clerk's Contract of Employment in order to confirm that it does not contain any specified retirement age.
  13. **Consideration of draft Community Resilience Plan to replace NPC Emergency Plan** – The draft Community Resilience Plan and briefing note which had been prepared by Cllr. Allen was considered. It was agreed that Cllr. Allen should be thanked for all his work in preparing this document. The committee recommended that some minor queries should be addressed before the document could be approved. The queries were as follows:-  
 Page 7 – it was known that one of the named volunteers would shortly be moving away from the village, page 14 – it was queried why all the risks/hazards were considered to be 'low priority', page 17 – it was queried why the Telephone Exchange and Gas Main were not included on the critical infrastructure list. Clarification was also requested as to where the document would be circulated and whether the whole document (including some personal telephone numbers and email addresses) would be put on the website.
  14. **Terms of Reference for the Allotment Working Group** – Cllr. Jago had drafted the suggested Terms of Reference for the Allotment Working Group. It was agreed that a copy would be sent to the Clerk and the item included on the agenda for the next Parish Council meeting.
  15. **Items for the agenda for the F&GP committee meeting to be held on 8<sup>th</sup> October 2013** - It was agreed that the following items would be on the agenda for the next meeting:-  
 Review of Risk Assessment Policy and Tree Warden Policy  
 Review of Standing Orders (if new model standing orders had been published)  
 Clerk's Appraisal

**The Meeting Closed at 8.25 p.m.**

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

**The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG**  
 Tel. 01825 722135 Email [newickpc@newick.net](mailto:newickpc@newick.net)