

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 July 2014 at 7.20 p.m.

Present: Councillors: C. Jago (Chairman for this committee),
J. Lucas, and Mrs M Thew
In Attendance: Mrs. S. Berry (Clerk)
One member of the public

- 1. Apologies for Absence and to consider whether to approve reasons given –** Apologies had been received from Cllr. R. Houghton (prior family engagement). It was resolved to approve the reason for this absence.
- 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 questions or statements were made.
- 4. Risk and Management Controls –** It was reported that the Chairman of the Parish Council had carried out the quarterly check of the bank reconciliation on 3rd July 2014. He had also checked the calculation of the Clerk's salary, the calculation of pension contributions sent to the East Sussex Pension Fund, and the computer back-up on the same day. It was noted that the Asset Register and Insurance cover would be due for review before the next F&GP committee meeting and agreed that the Clerk and the Chairman of F&GP would arrange a mutually convenient date to carry out this review.

It was noted that Newick Village Hall Management Committee had provided copies of the accounts for the year ended December 2013, however, a copy of the Annual Return to the Charities Commission had not yet been supplied. It was agreed to ask Cllr. Allen to obtain a copy of this document and to confirm whether or not he had any concerns regarding other management issues.

It was noted that the Parish Council's Risk Assessment needed to be updated in line with recently issued guidance ('Governance & Accountability for Local Councils' - March 2014). It was agreed that Cllr. Allen should be asked to assist with this and to produce a draft risk assessment for consideration at the F&GP committee meeting in October.

The Clerk reported that the Annual Inspection of Play Equipment was due to be carried out and that she had contacted Lewes District Council on two occasions to find out when this would take place, but no firm date had been settled. It was agreed that a further reminder should be sent and, if a satisfactory response was not received, District Councillor Jim Sheppard should be asked to take up the matter on the Parish Council's behalf.

- 5. Internal Audit Report –** The following matters highlighted in the Internal Audit Report were considered:-

Review of Standing Orders The Clerk reported that she was still working on a draft of Standing Orders for the Parish Council based on the latest model Standing Orders produced by NALC. It was agreed that she would send details of the proposed amendments to the Chairman of F&GP for discussion prior to the F&GP committee meeting in October.

Grants and donations – record in minutes of powers used when making a grant or a donation It was noted that as the Parish Council is still able to use the Power of Wellbeing it was not required to record separately the powers used when making a grant or a donation. However, it was agreed that a record should be made in the minutes that the Power of Wellbeing had been used to award the grants that had been made in the current financial year.

Insurance of Sports Pavilion – It was noted that a copy of the Sports Pavilion insurance cover had been obtained from the treasurer of the Sports Pavilion Management Committee and that the cover appeared to be adequate.

Sports Pavilion Bar – It was confirmed that the Sports Pavilion bar was run by a consortium of sports clubs and that this was entirely separate from the Sports Pavilion Management Committee with separate accounts being kept.

Change of bankers – It was reported that research carried out had revealed that it was possible to obtain a current account with the facility for two people to authorise each transaction electronically, however, it was likely that there would be a charge of at least £15 a month for this facility. It was agreed to recommend to the Parish Council that the bank current account remains unchanged at present.

Use of credit card/debit card – It was agreed to recommend to the Parish Council that no credit or debit card facility is set up at present.

Insurance cover for business interruption and hirer's indemnity – It was noted that the Sports Pavilion Insurance Policy included Business Interruption cover. It was agreed to recommend to the Parish Council that the Conditions of Hire for the King George V Playing Field and Manwaring Robertson Field should be amended for 2015 to make it clear that the Parish Council would not accept liability for any losses arising as a result of unforeseen circumstances resulting in the field(s) not being available.

6. **Protocol on the recording and filming of Council and Committee Meetings** – It was noted that SSALC had produced a draft protocol on the recording and filming of Council and Committee meetings which would soon be made legal. It was agreed to recommend to the Parish Council that the protocol should be incorporated into the Standing Orders as part of the review that was taking place.
7. **Written statement of policy in relation to exercise of discretionary functions under Local Government Pension Scheme Regulations 2013** – It was noted that this had been overlooked and was now overdue. It was agreed that a recommendation should be made to the Parish Council that the following statement should be approved – ‘Newick Parish Council will not have a general policy of exercising the pension scheme discretion for its staff but may do so where a sound business case can be made. Newick Parish Council will consider requests on a case by case basis’.
8. **Review of Flag Policy** – It was noted that an article had been put in the latest edition of the Parish Council newsletter giving parishioners the opportunity to comment on whether or not the use of the seasonal flagpoles should be changed. It was agreed that the review of the flag policy should be delayed to take any comments into account. It was noted that as the flagpoles would be removed in September anyway there was no urgency to complete the review of the flag policy, however, this should be done by the end of the calendar year.
9. **Items for the next agenda** – It was agreed that the following items should be included in the agenda of the next meeting:-
 - Review of Standing Orders

- Updating of the Risk Assessment
- Review of Financial Regulations in accordance with new model financial regulations

The Meeting Closed at 7.50 p.m.

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