

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 14th July 2015 at 6.45 p.m.

Present: Councillors: C. Jago, B. Horsfall, and M.Thew
In Attendance: Mrs. S. Berry (Clerk)

1. **Appointment of Chairman and Vice Chairman for this committee** – It was agreed that Cllr. Jago should be appointed as Chairman for the Finance and General Purposes Committee and that, subject to his agreement to take on the role, Cllr. Armitage should be appointed as Vice Chairman.
2. **Apologies for Absence and to consider whether to approve reasons given** – Apologies had been received from Cllrs. C Armitage and R Houghton.
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** – No disclosures were made
4. **Questions or Statements by Members of the Public** – No members of the public were present.
5. **To agree Terms of Reference for Finance & General Purposes (F&GP) Committee** – Draft amended terms of reference for the F&GP committee had been circulated in advance of the meeting. It was agreed to recommend that these should be adopted by the Parish Council.
6. **Review of Statement of Performance against budget (Outturn) as at end of June 2015** – The statement of performance against budget as at the end of June 2015 had been distributed in advance of the meeting and was noted. It was noted that the Parish Council's contribution of £2,000 towards the play area upgrade would be taken from the Play Activity reserve. A request was made for the final costs of the upgrade, when known, to be presented to the Council and minuted.
7. **Risk and Management Controls** – A report from the Clerk detailing the outstanding Risk and Management Control items had been circulated in advance of the meeting.

Risk Heading	Control Measure	Comments
Financial	External Audit	It was noted that the Annual Return had been submitted to the external auditor, Littlejohn LLP, and was still under examination.
	Calculation of Clerk's Salary & Bank reconciliation	It was noted that these figures were ready to be checked.
	Responsible Financial Officer (RFO) appointed	It was agreed to recommend that the Council should confirm that it wished the Clerk to continue to act in the role of RFO.
	Financial Regulations	It was agreed to recommend that the Council should adopt the current Financial Regulations and that the RFO should ensure that they were adhered to.
	Audit Effectiveness Review	It was noted that this would be carried out at next meeting of the Council.

	Job Description of Clerk/RFO	It was agreed to delegate the review of the Clerk/RFO Job Description to Cllr. Jago.
	Insurance cover	It was agreed to delegate the review of insurance cover to Cllr. Jago to be carried out prior to the renewal of the policy in September.
	Constitution for Sports Pavilion Management Committee	It was noted that this matter was in hand.
	Scout Hut Lease	It was noted that this matter was in hand.
Legal & Regulatory	Village Hall Audit Plan	It was agreed to recommend to the Council that there should be no change to this document.
Operational	Standing Orders & Risk Assessment Policy	It was noted that the Standing Orders would be due for review in October 2015
	Statement of Community Engagement	It was noted that this statement had been agreed as part of the previous Council's Power of Wellbeing which no longer existed. It was agreed to recommend that the document should be deleted.
	Committee Terms of Reference	It was noted that the Terms of Reference for the new Environment/Playing Fields committee were being reviewed for consideration at first meeting of the combined committee in August.
	Working Groups	It was noted that the Housing Group and High Street Group were not currently in operation.
	National Playing Fields Regulations	It was noted that this was under consideration by the Playing Fields committee
Environmental	Tree Warden Policy	It was agreed to recommend adoption of the amended Tree Warden Policy
People/Safety	Illegal Working Policy	It was noted that this policy was due for review. The Clerk was asked to check that the regulations quoted in the policy were still current.
Ethical & Reputational	Code of Ethics for Clerks	It was agreed to recommend that the Council's current Code of Ethics for Clerks should be replaced with a statement that 'As long as the Clerk is a member of the Society of Local Council Clerks he/she should abide by the professional Code of Conduct of that organisation'
	Complaints Policy	It was agreed to recommend that the Council should adopt the proposed new Complaints Procedure, subject to various amendments suggested by the committee.

8. Internal Audit

Consideration of the matters raised in the Internal Auditor's report dated 11th May 2015 had been delegated to this committee.

- 1) It was noted that the powers used when making grants or donations were already being minuted.
- 2) It was agreed that the Clerk should document the existing procedures for the handling of correspondence etc. which would be presented to the Council for approval. It was agreed to recommend that a statement should be drafted to confirm that, at the start of any project where consultation is likely to take place, the procedure for handling the responses to that consultation must be documented as part of the project's rationale statement.

Likewise, when the Council was consulted by another organisation the responses would be dealt with on a case by case basis. The complaints procedure had already been dealt with under agenda item 7 above. The Clerk was asked to check whether there was a procedure in place for recording and monitoring any gifts or hospitality received by councillors by virtue of their office.

- 3) It was noted that there had been no additional requirements announced under the Local Government Transparency Code for Councils with a turnover of between £25k and £200k and that Newick Parish Council fell within this band.
- 4) It was confirmed that the Sports Pavilion income, expenditure and bank balances were now being reported along with those of the Parish Council when quarterly reconciliations were carried out.

- 9. Items for the next agenda** – The Clerk recommended that the Council should consider adopting a Lone Working policy and a Press/Media/Social Media policy, although it was noted that Standing Order 21 covered relations with the press/media.

The Meeting Closed at 7.24 p.m.

Signed.....**Dated**.....

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
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