

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at the Sports Pavilion, King George V Playing Field, Allington Road on Tuesday 12th July 2016 at 6.50 p.m.

Present: Councillors: N. Berryman (acting as substitute), B. Horsfall, and C. Jago
In Attendance: Mrs. S. Berry (Clerk)
One member of the public was present

An audio recording was made of the meeting

- 1. Appointment of Chairman for Finance & General Purposes Committee** – It was agreed that Cllr. Jago should be appointed as Chairman for this committee.
- 2. Apologies for Absence** – Apologies had been received from Cllrs. C. Armitage and M. Thew. It had been agreed by the Council, in accordance with Standing Order 4d(v), that Cllr. Berryman should act as a substitute committee member for this meeting.
- 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** – There were no questions or statements by members of the public.
- 5. Review of Statement of Performance against budget as at end June 2016** – The statement of performance against budget up to the end of June 2016 had been circulated prior to the meeting and was noted. It was noted that there was unusually high expenditure recorded against the maintenance budget because additional drainage work had been carried out at the Sports Pavilion. It was also noted that Newick Festival was showing a surplus of income over expenditure.
- 6. Risk and Management Controls** – A copy of the updated Risk and Management Control document had been circulated in advance of the meeting and was noted.

It was reported that the Chairman of the Parish Council had carried out the quarterly checks of bank balances, IT controls and the calculation of the Clerk's salary and pension contributions on 7th July 2016.

The Clerk confirmed that the quarterly VAT reclaim application had been submitted to HMRC.

Other outstanding issues from the the Risk and Management Controls document were dealt with as follows:-

External Audit – it was confirmed that the signed and completed Annual Return had been submitted to the External Auditors, Littlejohn LLP, and that a response was expected before the end of September 2016.

Review of the Effectiveness of Internal Audit – A draft document detailing the review of the effectiveness of Internal Audit had been circulated prior to the meeting. It was agreed to recommend that the Council should approve this document.

Asset Register and insurance cover – a copy of the recently updated asset register and the insurance schedule had been circulated prior to the meeting and the recent amendments were noted. It was agreed to recommend that the Council should approve the asset register

(subject to some checking of totals to be done by the Clerk) and continue with the same insurance brokers, Came & Company, at renewal in September 2016. **Action Clerk**

Risk Assessment Record – It was noted that the risk assessment record was contained in the check list that is completed by the village handy person and that this is reviewed by the Environment & Recreation Committee.

Tree Warden Review and Inspections – It was noted that the annual inspection of the large oak tree at the junction of Powell Road and Oldaker Road was due and that a Tom-o-graph had been recommended. The Clerk advised that she would arrange this in consultation with Cllr. Wickens. **Action Clerk**

7. Review of Asset Register and Insurance Cover – this had been dealt with under agenda item 6 above.

8. Policies and procedures to be reviewed

Copies of policy documents due for review had been circulated in advance of the meeting and the following actions were agreed:-

Statement of Policy for Newick Green (last reviewed 31/01/12) – It was agreed to recommend that the draft amended document should be adopted by the Council subject to some further amendments being made to bring the appendices in line with letters being sent to users of The Green. **Action Clerk**

Statement of Intent for Training (Councillors and Clerk) (last reviewed 29/11/11) – It was agreed to recommend that the draft amended document should be adopted by the Council.

Policy Statement - Website Use (Last reviewed 31/01/12) – It was agreed to amend the document to reflect the fact that it is not possible to register on the current website and that the new website will be primarily for Parish Council information but with links to local clubs, societies and organisations. It was agreed to recommend that this policy should be adopted subject to the aforementioned changes.

9. Review of Effectiveness of Internal Audit – This had been dealt with under agenda item 6 above.

10. Local Council Award Scheme – A report from the Clerk regarding the process for obtaining a Local Council Award and the implications for the Council had been circulated prior to the meeting. It was agreed to recommend that the Council should not pursue this until such time as it is considered to be of benefit.

11. Defibrillators – Cllr. Jago reported that he now had the instruction manuals for the defibrillators installed around the village by Friends of Newick Health Centre but he was still waiting for further paperwork including the invoices showing the purchase price (necessary for insurance purposes). It was agreed that Cllrs. Jago, Berryman, and Halsey would get together with the Clerk to agree the scope of the regular equipment checks. **Action Cllrs. Jago, Berryman, Halsey & Clerk**

It was agreed that once the formalities had been completed, an article should appear in the newsletter to raise awareness of the existence of the defibrillators and consideration should be given to arranging a demonstration.

12. Items for the next agenda – It was agreed that the following items would be included on the agenda for the next meeting:-

Preparation of the budget
Review of the Training Register

The Meeting Closed at 7.30 p.m.

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

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