

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON WEDNESDAY 11th DECEMBER 2013 AT 7.30PM. IN THE
BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE

Present Cllr Steve Badham (Chair) Cllr Paul Bryant
Cllr Val Evans Cllr Maggie Hill
Cllr Richard Izard (at item 42/13, 7.36pm) Cllr Ron Hancock

Apologies

In attendance Debbie Harding (Clerk)
1 member of the public

FA40/13 APOLOGIES FOR ABSENCE

No apologies were received, but the Clerk advised Cllr Izard may be a few minutes late.

DECLARATIONS

Cllr Izard declared an interest in the Churchyard, as his wife is the Church warden

FA41/13 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 9th OCTOBER 2013

FA41/13/1 – To approve minutes of the Finance and Administration Committee held the 9th October 2013

It was resolved that the previously circulated minutes of the Finance and Administration Committee were an accurate record of the meeting, proposed by Cllr Val Evans, seconded by Cllr Maggie Hill and carried.

FA41/13/2 – To approve the minutes of the confidential meeting of the Finance and Administration Committee held on the 9th October 2013.

It was resolved that the previously circulated confidential minutes of the Finance and Administration Committee were an accurate record of the meeting, proposed by Cllr Val Evans, seconded by Cllr Maggie Hill and carried.

FA42/13 UPDATE ON MINUTES CORRESPONDENCE AND OTHER RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA

The Petty cash tin impress was successful restored via a cheque made out to cash as part of the Parish Councils accounts for payment in November.

The Clerk has made verbal contact with HCC regarding the reimbursement of the cost of the bus shelters. They have requested an invoice from the Parish Council and not copies of the original invoices which have been sent. This has been actioned.

The Co-operative has been sent a similar invoice for the new bins on the skateboard park.

The new photocopying equipment has been ordered and approved by the Parish Council on the meeting held on the 4th December.

Investments with both the co-operative and Lloyds bank will remain until maturity. It has been confirmed that the financial service compensation scheme does not protect Parish Councils.

FA43/13 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were asked

FA44/13 TO REVIEW A DRAFT BUDGET AND MADE A RECOMMENDATION TO THE PARISH COUNCIL FOR ADOPTION

The Clerk produced a draft budget which was reviewed line by line and some changes were made.

The final tax base and grant from WCC will be confirmed later this month.

It was agreed to remove any income or expenditure on proposal projects and show proposals on a separate sheet. Projects can be debated and agreed by the Full Parish Council in January and approved projects can then be added into the budget.

Once these projects have been added into the budget, the Full Parish Council can agree any requirement for increasing or decreasing reserves and set the level of precept demand for 2013-2014.

It was therefore resolved to recommend that Parish Council ratify the budgeted income of £42,495 and expenditure of £160,377 with decisions made on income from the precept, reserve provision and income and expenditure on projects added into the budget and finalised at the Full Parish Council meeting in January 2014. Proposed by Cllr Badham, Seconded by Cllr Bryant and carried.

FA45/13 RISK ASSESSMENT – TO REVIEW THE CURRENT FINANCIAL RISK ASSESSMENT

The Clerk reviewed the updated actions on the financial risk assessment.

The asset register review is outstanding.

The insurance documentation is now issued in the name of Colden Common Parish Council, Recreation Ground charity and the Allotments for the labouring poor.

The Allotment and Recreation ground charities now have bank accounts set up with Lloyds Bank, currently at a zero balance.

Pat testing will commence in January 2014. It is being completed by Philip Upton who is a volunteer for the village.

The under claimed VAT has been made and repaid. Sage accounts are now in Clerk balance.

Professional advice will be sought from an appropriate VAT professional regarding the correct procedures for handling VAT reclaims on expenses for the two charities. Clerk

FA45/13/1 – To review antifraud measures in place in relation to electronic payments.

The recent legislative reform has repealed S150(s) of the LGA 1972 which requires 2 Parish Councillors to sign cheques and orders for payment. The legislation allows electronic methods of payments provided robust anti-fraud measures are in place. Councils need to have sound and comprehensive anti-fraud measures.

The Clerk referred the Council to the anti-fraud measures in place as detailed in the risk assessment.

It was resolved that whilst they are an improvement on past controls, it was suggested that we ask our current bankers if they are able to offer an option of dual or triple authority on internet payments. Proposed by Cllr Paul Bryant, seconded by Cllr Steve Badham and carried. Clerk

The Clerk advised the Committee that from an insurance point of view, our fidelity guarantee will only cover the parish Council against fraud if they obtain references for both the Clerk and the Assistant Clerk as detailed in section 1 page 3 of the financial risk assessment. Clerk
Cllr
Badham

FA46/13 TO DISCUSS THE SELECTION CRITERIA AND PROCESS FOR THE APPOINTMENT OF AN INTERNAL AUDITOR

The Clerk previously circulated the Governance and Accountability Guide for Local Councils (A practitioners guide) which give guidance on the role of an internal auditor. The summary on page 28 states:-

There is no requirement for a person providing the internal audit role to be professionally qualified, but essential competencies to be sought in any internal audit service are an:

- understanding of basic accounting processes;
- understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of risk management issues; and
- Understanding of accounting requirements of the legal framework and powers of local councils.

It was agreed that the Clerk would advise our current Internal Auditor that the Parish council will be considering appointment for the financial year 2013-2014. Clerk

The Clerk to invite the current auditor and 2/3 others to quote for the role. The following information is required Clerk

Scope of service, Knowledge of sage accounts, Professional qualifications or affiliations, Local Government experience, References

The appointment of an internal auditor will be agreed by the Full Parish Council in 2014.

Clerk

**FA47/13 TO CONSIDER AUTHORISING THE URGENT
REPLACEMENT/REPAIR OF THE CAR PARK FLOODLIGHTING**

The Clerk produced a paper which detailed the urgency of ordering replacing car park lighting and the difficulties of obtaining 3 quotations.

It was resolved to ratify the order placed with Sustainable Lighting Solutions for the replacement of the current car park flood lighting from 9 x 240w flood lights to 9 x 80W LED warm light flood lights at the cost of £1,620.08 plus VAT. Proposed by Cllr Steve Badham, Seconded by Cllr Richard Izard and carried.

The skateboard area lighting has also been ordered, will be funded through the Winchester City Council Open Space Fund and ratified by the Full Parish Council at next Full Parish Council meeting.

**FA48/13 TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT
UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS ACT)
1960 – To discuss terms and conditions of a license for use of
Colden Common Park Pavilion – Little Wizards Pre-school**

See confidential minute

FA49/13 TO AGREE ITEMS FOR THE NEXT AGENDA ON 23RD APRIL 2014

The next meeting is scheduled for the 23rd April and the agenda will include reviewing the accounts for 2013-2014 and annual return and make a recommendation for the Parish Council to approve them.