

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**  
**HELD ON MONDAY 23<sup>rd</sup> MAY 2016 AT 7PM IN THE**  
**RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

**Present** Cllr John Carry (Chair)  
Cllr Steve Badham

Cllr Izard  
Cllr Laurence Wilks

**Apologies** Cllr Maggie Hill

**In attendance** Debbie Harding (Clerk)

**FA01/16 APOLOGIES FOR ABSENCE**

Cllr Hill tendered her apologies for the meeting.

**FA02/16 TO ELECT A CHAIR OF THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE**

*Cllr Badham proposed Cllr Carry as Chair of the Committee, seconded by Cllr Izard and carried.*

*Cllr Carry signed his declaration of office.*

**FA03/16 TO ELECT A VICE-CHAIR OF THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE**

*Cllr Carry proposed Cllr Badham as Vice Chair of the Committee, seconded by Cllr Izard and carried.*

*Cllr Badham signed his declaration of office.*

**FA04/16 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 4<sup>TH</sup> JANUARY 2016**

*It was resolved to approve the minutes of the meeting held on the 4<sup>th</sup> January 2016. Proposed by Cllr Carry, seconded by Cllr Badham.*

**FA05/16 UPDATE ON MINUTES FROM THE LAST MEETING**

There are no matters to update on from the last meeting minutes

**FA06/16 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present.

**FA07/16 TO RECEIVE THE INTERNAL AUDITORS REPORT FOR THE FINANCIAL YEAR 2015-16 AND CONSIDER ANY RECOMMENDATIONS TO THE FULL PARISH COUNCIL**

The internal auditor report was circulated prior to the meeting. The internal auditor reported a that one occasions an incorrect list of payments was contained in the minutes. Payment schedules were checked against Sage accounts and found to be correct.

**FA08/16 TO CONSIDER THE PARISH COUNCIL PROFIT AND LOSS FOR THE FINANCIAL YEAR 2015-16 AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION**

The Clerk highlighted an error on the trial balance. An incorrect posting of £250 was made to Recreation Pavilion hire. This should have been posted to tennis hire as it was the vat rebate for tennis court hire. Although this is incorrect on the trial balance / nominal code it has no effect on the submission to the external auditor and is not charitable funds. All invoices for the charity are manually produced and paid into the charity bank account.

The total expenditure for the Recreation ground for the year 2015-16 was £8,998 plus staff costs. £1800 was for a new water heater (electricity and plumbing) and £1800 for the tennis electrics. The Charity reimbursed £2300 towards the costs which is contained within the accounts.

***The Profit and loss account shows income of £180,445.91 and expenditure of £178,558.67, with £1,887.24 returning to reserves.***

***It was resolved to recommend that the Full Parish Council approve the profit and loss account for the financial year 2015-16. Proposed by Cllr John Carry, seconded by Cllr Steve Badham and carried.***

**FA09/16 TO CONSIDER THE PARISH COUNCIL BALANCE SHEET FOR THE FINANCIAL YEAR 2015-2016 AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION**

***It was resolved to recommend to the Full Parish Council the approval of the balance sheet for Colden Common Parish Council for the financial year 2015-16, showing a balance of £134,654.67, proposed by Cllr Carry, seconded by Cllr Badham and carried.***

**FA10/16 TO CONSIDER THE PARISH COUNCIL ANNUAL RETURN SECTION 1 FOR THE FINANCIAL YEAR 2015-16 AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION**

***It was resolved to recommend to the Full Parish Council the approval of section 1 of the Annual return for Colden Common Parish Council for the financial year 2015-16, proposed by Cllr John Carry, seconded by Cllr Laurence Wilks and carried.***

**FA11/16     TO CONSIDER THE PARISH COUNCIL ANNUAL RETURN SECTION 2 FOR THE FINANCIAL YEAR 2015-16 AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION**

*It was resolved to recommend to the Full Parish Council the approval of section 2 of the Annual return for Colden Common Parish Council for the financial year 2015-16, proposed by Cllr John Carry, seconded by Cllr Laurence Wilks and carried.*

**FA12/16     TO MAKE A RECOMMENDATION TO THE FULL PARISH TO RE-ADOPT THE PARISH COUNCIL STANDING ORDERS**

*It was resolved to recommend to the Full Parish Council the re-adoption of the standing orders for Colden Common Parish Council, proposed by Cllr Carry seconded by Cllr Badham and carried.*

**FA13/16     TO MAKE A RECOMMENDATION TO THE FULL PARISH TO RE-ADOPT THE FINANCIAL REGULATIONS**

*It was resolved to recommend to the Full Parish Council the re-adoption of the financial regulations for Colden Common Parish Council, proposed by Cllr, John Carry seconded by Cllr Badham and carried.*

**FA14/16     TO MAKE A RECOMMENDATION TO THE FULL PARISH TO APPROVE THE FINANCIAL RISK ASSESSMENT**

The risk assessment for the Council was reviewed.

Issues highlighted were as follows:-

- 1) At 384 square metres @ £2,500 per square metre, the Colden Common Park Pavilion is underinsured. The Clerk has already e-mailed the insurers to increase the insurance cover to £1,000,000.
- 2) The Community Centre is approx. 900 square metres and therefore should be insured by the CCCC for a rebuild value of £2,250,000. The Clerk to check the insurance level.
- 3) Pat testing is due the Clerk to investigate a PAT tester.
- 4) The Clerk to appoint an alarm company for CCP
- 5) Clerk to investigate reduced pension contribution for Sam Hewitt.

Clerk

*It was resolved that subject to the actions as above, the Committee recommend to the Parish Council to adopt the risk assessment. Proposed by Cllr Carry, seconded by Cllr Izard and carried.*

**FA15/16     THE MEETING CLOSED**

The meeting closed at 8.40pm