

Minutes of the Finance & Resources Committee Meeting held at the Council Office, Tolvaddon Energy Park on Monday, 16th April 2012 at 7.00 p.m.

PRESENT: Councillors D Ekinsmyth [Chairman], G.D. Ford, J.V. Mayne, S.R.S. Szoka

ALSO PRESENT: Ms S. Willsher (Locum Clerk)

The Chairman welcomed all to the meeting and explained the safety procedures.

**FR12/04/1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Yates and Cllr Wilkins.

**FR12/04/2 MEMBERS TO DECLARE PERSONAL AND PREJUDICIAL INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA**

There were no interests declared.

**FR12/04/3 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THURSDAY 10<sup>TH</sup> NOVEMBER 2011 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Szoka, seconded by Cllr Ford and

**FC12/04/3.2 *Resolved that the minutes of the Finance and Resources Committee held on Thursday 10<sup>th</sup> November 2011 are received and approved and signed by the Chairman.***

On a vote being taken the matter was approved unanimously.

Cllr Ford said that the Staffing Committee needed to review the terms and conditions of the handyman.

**FR12/04/4 TO RECOMMEND LEVELS OF EAR-MARKED RESERVES TO FULL COUNCIL FOR 2012/2013**

Cllr Ford asked that the cost centre numbers are included on future reports relating to finance. He would also like to see a more precise distinction between capital and revenue expenditure.

It was proposed by Cllr Ford, seconded by Cllr Mayne and

**FC12/04/4.2 *Resolved that the Ear-Marked reserves for 2012/2013 are set at:***

***Legal Costs £2250.00***

<b>Training</b>	<b>£3850.00</b>
<b>Election Expenses</b>	<b>£9300.00</b>
<b>General Donation</b>	<b>£1000.00</b>
<b>Youth Related</b>	<b>£9542.00</b>
<b>Penwartha Hall Refurbishment</b>	<b>£1000.00</b>
<b>Wheeled Sports</b>	<b>£2000.00</b>
<b>General Maintenance</b>	<b>£3500.00</b>
<b>Bus Shelter Maintenance</b>	<b>£1000.00</b>
<b>Manningham Wood Maintenance</b>	<b>£10000.00</b>
<b>Manningham Wood Project</b>	<b>£4902.00</b>
<b>Tolvaddon Maintenance</b>	<b>£1000.00</b>
<b>Bus Shelters</b>	<b>£17500.00</b>
<b>Capital Development</b>	<b>£40000.00</b>
<b>Office Equipment</b>	<b>£1500.00</b>
<b>Parish Signs</b>	<b>£1000.00</b>
<b>Bins</b>	<b>£500.00</b>
<b>Community Development Fund</b>	<b>£10000.00</b>
<b>Regeneration Reserve</b>	<b>£10000.00</b>
<b>Parish Office</b>	<b>£3857.00</b>
<b>Parish Plan</b>	<b>£4086.00</b>
<b>Total</b>	<b>£137,787.00</b>

On a vote being taken the matter was approved unanimously.

**FR12/04/5 TO REVIEW THE EFFECTIVENESS OF THE COUNCIL'S INTERNAL AUDIT PROCEDURE**

The Locum Clerk explained the current internal audit procedures. She felt that the audit would be more effective if there were monthly checks by Councillors that were non cheque signatories.

It was proposed by Cllr Szoka, seconded by Cllr Ekinsmyth and

**FC12/04/5.2 Resolved that monthly audit checks are completed by non cheque signatories.**

On a vote being taken the matter was approved unanimously.

It was felt that members of the Finance and Resources Committee need to ensure that they attend financial training courses.

It was proposed by Cllr Mayne, seconded by Cllr Ford and

**FC12/04/5.3 Resolved Members completed Part 1 & 2 of the Internal Audit Review Checklist, they recommended that monthly audit checks were completed and that Councillors**

***ensured that they were trained in financial matters, all else was in order.***

On a vote being taken the matter was approved unanimously.

**FR12/04/6 TO REVIEW THE COUNCIL'S RISK ASSESSMENT**

Members went through the risk assessment and suggested the following amendments:

<b>RISK</b>	<b>EFFECT</b>	<b>MANAGEMENT OF RISK</b>
That there are no Councillors	The Council cannot carry out its functions	The power to act to ensure a quorate council rests with the Unitary Authority (changed District to Unitary Authority)
The Clerk is unable to carry out their duties due to long term.	That the proper officer of the Council is not able to carry out Council business	<ul style="list-style-type: none"> <li>The Council adheres to the current procedures laid down in N.J.C for Local Govt. Services Pay and Conditions. (changed legislation to procedures)</li> </ul>
Loss of Parish Council records		Procedures are in place to <ul style="list-style-type: none"> <li>Back up computer records regularly onto a memory stick</li> <li>Archive historic records at the County Archive.</li> </ul> (added that computer records need to be backed up onto a memory stick. Removed that one set of records must be kept in a fire proof box)
That a contractor fails to deliver services	The Council fails to carry out a function or meet its contractual obligations	All contractors are paid in arrears and so there is no financial loss. In the event of a contractor failing to fulfil his contract the Council would seek an alternative, by public tender if required under standing orders and financial regulations. (added and financial regulations)

The following risks would be added to the risk assessment:

<b>RISK</b>	<b>EFFECT</b>	<b>MANAGEMENT</b>	<b>LIKELYHOOD</b>	<b>IMPACT</b>
Loss of Office accommodation	No where to conduct Clerk/administrative duties or to store	Secure a lease on current office accommodation	Medium	High

	Council records and equipment			
Manningham Woods	<ul style="list-style-type: none"> <li>• Injury to a member of the public</li> <li>• Length of the lease</li> </ul>	<ul style="list-style-type: none"> <li>• The Council holds public liability insurance cover</li> </ul>	Medium	High

It was noted that the County Records Office was in the process of putting all of their records onto hard drive.

The Parish Council minutes needed to be bound.

It was agreed that safe storage for Council records would be looked into.

### **Operating Procedures**

It was agreed that the Locum Clerk would organise a counter book to record queries received from members of the public and how they had been dealt with. It was also agreed that an answering machine was purchased for the office.

Cllr Ekinsmyth suggested that the Council hired a van and held a regular roadshow similar to the one held for the parish plan to help the Council better consult members of the public.

It was agreed that a record of the petty cash was presented to the Full Council monthly.

The computers that were on loan to the youth centre needed to be included on the asset register.

The Council must ensure that all of the electrical equipment is PAT tested.

The Risk Assessments would be reviewed every January.

There being no further business the Chairman closed the meeting at 8.26pm.

Signed: .....

Date: .....