

COLNBROOK WITH POYLE PARISH COUNCIL

Minutes of the meeting of the FINANCE & POLICY COMMITTEE meeting held at the Village Hall, Colnbrook on Tuesday 20th April 2010, commencing at 8.20 pm.

PRESENT

Chairman Tucker

Cllrs. Angell, Hood, Jones, MacDougald, Nye, Mrs Underhill and Zeffert

Officer Present:

Mr. R.L.N. Hewson (Clerk and Finance Officer)

FP/09/56 APOLOGIES FOR ABSENCE

Received from Cllrs. Ghatora, Laxman, Pabbi and Rayner.

FP/09/57 MINUTES

The minutes of the meeting held on Tuesday 16th March 2010 were confirmed as a true record and signed by the Chairman.

FP/09/58 DECLARATIONS OF INTEREST

Cllrs Angell and Tucker both declared an interest in respect of Item 4 of the agenda, and although it was on procedures it had been engendered as a result of the recent standards censure. ACCORDINGLY Cllr Zeffert took the Chair at 8.30 pm although all councillors remained.

FP/09/59 SBC STANDARDS COMMITTEE RECOMMENDATIONS

The Clerk read out the recommendations one by one together with his suggestions. Following debate the Committee AGREED that:

- a) 'Process of recording minutes of the Environment Sub-Committee' - That the Sub-Committee cease to exist and the advisory environment working group be re-instated to report to the Services Committee on the Environment within the Parish as per its original remit.
- b) 'The process of checking of minutes before approval requires review' – The committee looked at the recommended practices laid down by NALC and the Society of Local Council Clerks manual paragraphs 8.4 and 8.5. The Council was already following best practice as per 8.5 and the committee reminded all councillors that they must read their minutes before the meeting and raise any concerns prior to their confirmation.
- c) 'Process of arrangements and venue for Environment Sub-Committee needs to be reviewed' – The Environment Sub-Committee will be defunct.

- d) 'Consideration as to whether wider education ...' – All meetings of the Parish Council are made public as per the agenda. However, SBC planning department will be asked to add an item that the Parish Council will be notified and may make observations.
- e) 'Consideration as to whether there needs to be a system of check' – The Clerk's electronic signature will not be used by anyone other than the Clerk on official correspondence. Members may write personal letters from home but not use headed notepaper. All 'official' correspondence must be processed through the Clerk.
- f) 'Consideration for further members training' – The Clerk has approached BALC and the Standards Board to provide refresher training on the Code of Conduct.

Regrettably the Standards Board will not provide training to individual local authorities, and monitoring officers at other local authorities have indicated that they would not be prepared to step outside their territories or have not even given the courtesy of a return telephone call.

The Clerk suggested that the new monitoring officer at SBC be asked to meet the Parish Council and provide the appropriate training on a Tuesday evening, which the committee agreed to.

- g) It was also AGREED that two additional meeting dates be scheduled in August and December to discuss any planning matters to meet required SBC timescales.

[Cllr Rayner arrived at the meeting at 9.10 pm]

FP/09/60 LIST OF PAYMENTS

The List of Payments in the sum of £10,798.66 (inc. VAT) from 3rd March 2010 – 31st March 2010 was confirmed and approved.

FP/09/61 ACCOUNTS FOR 2009-2010

The Finance Officer reported that a full internal audit had been completed and no formal report was required. Accordingly the committee agreed to the Internal Auditor's plan for the forthcoming year on Assessment of Compliance viz:-

- a) Objective – Confirm appropriate books of account have been properly kept throughout the year.
Method – Review Cash book/accounting records.
- b) Objective – Confirm the Council's financial regulations have been met, payments were supported by Invoices, expenditure was approved and VAT was appropriately accounted for.
Method – Review the Council's standing orders, financial regulations, responsibilities of the RFO, Minutes, VAT records, PAYE records and sample check paid invoices.

- c) Objective – Confirm the Council has assessed the significant risks to achieving its objectives and has reviewed the adequacy of arrangements to manage these.
Method – Scan the minutes to identify any unusual financial activity and confirm the Council has carried out annual risk assessment. Confirm insurance cover is appropriate and adequate, and confirm internal financial controls are documented and regularly reviewed.
- d) Objective – Confirm the annual precept requirement resulted from an adequate budgetary process. That progress was monitored against the budget, and reserves were determined and appropriate.
Method – Review the annual budget supporting the precept. Confirm budget monitoring is regularly undertaken and variances are explainable.
- e) Objective – Confirm expected income was fully received based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.
Method – Review regular income e.g. hall hire receipts, grants, burial receipts, sports field receipts, allotment receipts, receipt of precept and miscellaneous income. Confirm income is properly recorded and banked and there are adequate security controls over cash.
- f) Objective – Confirm petty cash payments are supported by receipts, approved and VAT accounted for.
Method – Review petty cash book/account and sample check payment receipts.
- g) Objective – Confirm salaries to employees and allowances to members were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.
Method – Review salaries paid with those approved and confirm PAYE and NI is operated properly.
- h) Objective – Confirm assets and investment registers were complete, accurate and properly maintained.
Method – Review the assets and investment registers.
- i) Objective – Confirm periodic and year end bank account reconciliations were properly carried out.
Method – Review bank reconciliations and discuss with clerk.
- j) Objective – Confirm year end accounts were prepared on the correct accounting basis, agreed to Cash book, supported by an adequate audit trail and, where appropriate, accruals were properly recorded.
Method – Review the entries in Section 1 Statement of Accounts annual return. Verify Income & Expenditure accounts balance sheets where appropriate.
- k) Objective – Confirm the Council has met its responsibilities as a Trustee.
Method – Confirm with the Clerk the existence of a trust, if any, and trust funds are separately accounted for.

FP/09/62

GRANT APPLICATIONS

There were no applications.

FP/09/63 QUESTIONS ARISING FROM COUNCIL MEETING ON 06/04/2010

There were no questions.

The meeting closed at 9.30 pm.

SIGNED: DATE.....