

Minutes of the Finance & Staffing Committee meeting held on Monday 21 January 2008 at 7.30pm in the Council Office

Present: RT Summerfield (chair) AJ Campbell JE Coston HM Smith
RLE Waters
In attendance: R Day B Jefferson
The clerk

1 Apologies for absence – none

2 Declarations of Interest – none.

44/108 **3 Minutes** – the minutes of the meeting of 15 October 2007 were approved and signed as a true record.

4 Matters Arising

45/1-08 Lloyds Online – the clerk had heard nothing further.

(438/10-07)

46/1-08 Youth staffing - G Covell's CRB check now received.

(439/10-07)

47/1-08 Bank Account – RTS and the clerk had decided to leave the Co-op bank account open should Council decide to change from Lloyds. At present interest received was greater than charges levied.

(440/10-07)

48/1-08 Youth Club float – resolved at Council.

(440/10-07)

49/1-08 **5 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 31 December 2007. The 60-Day bank statement had not yet been received.

50/1-08 **6 Review of Debtors and Creditors at 31 December 2007**

Debtors amounted to £118.45 (minibus).

Creditor Merrydale Enterprises Ltd 04/07/2000 - £1480.50 to be written off at year end.

51/1-08 **7 Internal Auditor report**

(512/12-07)

Committee noted the internal auditor's observations and made the following decisions:

1. Standing orders as shown on the web site are dated November 2006 – **Now updated.**
2. Financial Regulations appear as Appendix B to Standing orders.
3. Minutes numbered sequentially by the clerk – Internal audit suggested that the Chairman could number pages by hand – **considered unnecessary.**
4. **Agreed that the notes taken by the Clerk during meetings be kept for a year.**
5. Disability access Policy – **recommend that working group be formed to look at this.**
6. Fire Certificate for office – **the clerk to investigate. Action: the clerk**
Fidelity Guarantee - **Committee were satisfied that the level was correct as it reflected the financial position of Council in April (when half of precept is received).**
7. Some assets are not specifically covered. **Noted.**
8. Relationship with MCC clarified. The Parish Council is the freehold owner with the community centre leased to a charitable trust.
9. The Parish Council appears to reclaim some VAT (**and legally – confirmed in writing by VAT officer – CALC report dated 03/10/07.**)

52/1-08 **8 Review of Insurances and Risk Management**

Insurance - Committee reviewed the insurances. The clerk would ask MCC to insure CCTV system at The Sycamores as from 1st April 2008. **Action: the clerk**

Risk management – this was reviewed. The clerk and RHC would review all other risk assessments in readiness for February Council meeting as per Standing Order 58.

The clerk would check that a risk assessment for the office was up to date.

Action: the clerk

