

Minutes of the Finance and Administration Committee Meeting
19 February 2019 in the Bianchi Room, Otterbourne Village Hall at 8.15 pm

Documents:

Petty Cash Book; Payments and Receipts Ledger; Invoices File; Bank Statements, Insurance Policy; Schedule of Internal Audit inspection.

Emailed with Agenda:

Standing Orders; Financial Regulations; Publication Scheme; Data Protection Policy; Legal Powers and Duties; Planning Protocol; Investment Strategy; Guidance for Committees; Complaints Procedure; Recruitment Procedure; Press and Media Communications Policy; Protocol for Reporting in Meetings; Equality and Diversity Statement; Travel and Subsistence Policy. Asset Register and Asset Replacement Fund; Statement of Accounts, Reserves and Investments; Risk Assessment and Management Schedule; Internal Control Mechanisms; Annual Return Governance Statement. Clerk's Report on Other Matters.

Present: Cllrs Moody (Chairman); Jones; Stansbury; Lavin; Rodford; Williams; Stafford; Donnelly. Clerk/RFO

1. **Apologies for absence:** Cllr Stirrup.
2. **Declaration of Interest:** None received.
3. **Open Session for Parishioners:** None present.
4. **Governing Documents/Policies/Procedures**
To review all documents/policies/procedures.

Recruitment Procedure

Added to comply with insurance policy:

Satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service from:

- i) current or most recent employer; or*
- ii) an accountant and one other customer in respect of any periods of self-employment; or*
- iii) the school or college in respect of any full-time education*

Investment Strategy

Amendment added:

In accordance with Statutory Guidance on Local Government Investments issued under section 15(1)(a) of the Local Government Act 2003 and effective *for financial years commencing on or after 1 April 2018, the Council will have regard to such guidance as the Secretary of State may issue.*

All other documents/policies/procedures were agreed as not requiring amendment.

To amend all documents as agreed and forward for website.	Clerk
To Agenda all documents for adoption at March Parish Council meeting.	Clerk

5. **Asset Register and Insurance**

To review cover of assets; including Fidelity Guarantee and Public Liability.

Asset Register

Agreed as up-to-date and reflecting the Insurance Schedule. The Replacement of Assets sinking fund was £27,232.

Insurance

This is with Hiscox via brokers Came and Company in the third year of a 3 year tie-in; excess of £250 for claims; new for old replacement, annual index linking.

Fidelity Guarantee: Agreed £150,000 was sufficient to cover requirements.

Public and Employer's Liability: Agreed at standard £10 million.

6. **Accounts, Reserves, Banking, Investments, Overheads**

To review all accounts; budget analysis, forecast balance at end of 2018/19; any c/f projects to 2019/20; allocation of reserves and investments.

The budget analysis showed 5% above for total expenditure and 1% above for total income. Forecast balance in Treasurer's account at year end: £278. There were no carried forward projects or unused funds to reallocate. Investments comprised: 12 month term £25,982 maturing 13/03/19; 6 month term £11,250 matured and held in the Treasurer's account pending receipt of the 2019/20 Precept. Investments represented Reserves for: Emergency Contingency £10,000; Replacement of Assets fund £27,232.

To Agenda reinvestments for approval at the 19 March Parish Council meeting	Clerk
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7. **Assessment of risks and internal control systems**

To assess the risks facing the Council and review the mechanisms in managing the risks.

Documents were reviewed and agreed. Amendments related to: the insurance reference checks for a new Clerk; PAYE for the office allowance; the Agenda and draft Minutes publicised on the website; the renewal of Councillors' Register of Interest forms at the Annual meeting; computer back-up procedures and return of bank card readers.

To update documents and to Agenda for adoption at March PC meeting	Clerk
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8. **External Audit and Annual Governance Statement**

To consider Section 1 Statements 1-9 of the Annual Return to meet external audit.

The Internal Auditor was Chartered Public Finance Accountant, John Murray, and the date of audit was 8 April 2019. The External Audit remained with PKF Littlejohn for 2019/20. Councillors were informed of the requirement for audit to assess and affirm Section 1 Statements 1-9 with regard meeting their responsibilities and for agreeing Section 2 when the end of year accounts had been prepared.

To Agenda for April Parish Council meeting	Clerk
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9. **Other Matters****Colden Common Football Club Licence Application**

CCFC had amended its Application to delete Live Music and reduce the licencing hours for Christmas and New Year's Eve to 1100-2300. A show of hands was taken with 6:2 Councillors in favour of the Licence Application as it stood. Representations had been received from 11 local residents. The licencing hours were discussed in relation to Guidance Note 6 in the Application, the pavilion Lease and the licencing objectives. Councillors were impressed that CCFC was holding a drop-in event at the pavilion on 21 February. Cllrs Stafford and Donnelly would try to attend to discuss further with the Club. It was agreed that no comment would be submitted to the Application.

To submit No Comment to the Licencing Authority	Clerk
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New Bank Signatory

Cllr Stafford agreed to be the new bank signatory.

To prepare Bank Mandate and set up	Clerk
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Parish Council Elections

Otterbourne elections were due 2 May 2019. The election package had been provided to Councillors. It was noted that the Election Expenses form had to be completed. The Clerk offered to help with completing questions and to take all nominations to WCC for checking.

To set appointment with WCC for checking procedure	Clerk
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Councillor Communications

The volume of communications and contact with contractors and residents by email had initiated a request from some councillors for a separate email address for council matters. Three different options had been considered including a .gov address. It was agreed the simplest method was for each Cllr to set up a separate Cllr address through their provider.

To set up Cllr email address if wanted and to advise Clerk	All Councillors
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New Model Byelaws

New Model Byelaws had come into place in 2018 and Council was advised that if needed these could be enacted under the Open Spaces Act and Public Health Act for matters relating to the recreation ground, Cranbourne Drive open spaces and the common.

Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

New regulations had come into force on 23 September 2018 to implement the EU Directive to improve websites and apps so they could be used by as many people as possible, including those with impaired vision, hearing, cognitive or learning disabilities. The deadline to meet accessibility standards for existing websites was 23 September 2020. The Clerk was waiting on further information from HALC.

To determine requirements and act with webmaster by due date	Clerk/Cllr Stirrup
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Meeting closed 9.30 pm.