

**Minutes of the Finance and Administration Committee Meeting**  
**9 March 2015 in St Matthew's Church Community Room at 7.30 pm**

**Documents:** emailed with the Agenda and presented to the Chair at the meeting.

Code of Conduct; Standing Orders; Financial Regulations; Publication Scheme; Data Protection notice; Legal Powers and Duties; Planning Protocol; Annual Investment Policy; Guidance for Committees; Complaints Procedure; Recruitment and Selection Procedure; Press and Media Communications Policy; Protocol for Reporting in Meetings; Statement of Investments; Assets Register; Hiscox Insurance Schedule; Statement of Accounts, Reserves and Investments; BDO Risk Assessment and Management schedule; Risk Identification and Internal Control Mechanisms; Governance and Accountability in Local Councils in England and Wales – A Practitioners' Guide; Internal Auditor Control Checklist; Annual Return Section 2 Governance Statement

**Present: Cllr Kelly (Chairman); Cllrs Jones; Acton; Stansbury; Barton-Briddon; Rodford; Clerk/RFO**

1. **Apologies for absence:** Cllrs Stirrup; Brabham
2. **Declaration of Interest:** None received.
3. **Governing Documents/Policies/Procedures**  
To review all documents/policies/procedures and present new Protocol for Reporting in Meetings:

Standing Orders

Agreed to make amendment to clause 3 (l) as follows: delete current wording and replace with *Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council or a committee should only be conducted in accordance with the Council's Protocol for Reporting at Meetings.*

Protocol for Reporting at Meetings and Notice to be displayed

A new Model Protocol relating to Standing Order 3 (l) had been received from HALC. Agreed to make amendments as follows:

- 2.1 Those wishing to record proceedings at a meeting are *required* to contact the Clerk ....
- 2.2 Deletion of *if possible* from end of clause.

Notice: 2. Where recording has been *approved* by the Chairman ....

Policy for Communications with the Press and Media

Agreed to make amendments as follows:

12. Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are *not defamatory*.
14. At meetings, members of the Press are permitted to take notes of the proceedings (unless excluded by resolution of the Council, usually when matters of a confidential nature are being discussed) *and must follow the Protocol for Reporting at Meetings as adopted by the Council*.  
Typographical corrections required for uniformity of presentation.

Financial Regulations

Agreed as needing no amendments. One typographical correction required.

Investment Policy

Agreed as needing no amendments.

Publication Scheme

Agreed to make amendment throughout the document increasing the cost of providing paper copies from 10p to 15p per page.

Complaints Procedure

Agreed as needing no amendments.

Planning Protocol

Agreed as needing no amendments.

Recruitment and Selection Procedure

Agreed to make amendment as follows:

11. Make an offer to the successful candidate: ask if references may be taken-up (one reference must be from the current or most recent employer). *Ask if a CRB may be conducted. Ask for documentation to be provided which demonstrates candidate’s ability to legally work in the UK.*

Policy for Travel and Subsistence

Following the November 2014 consultation, WCC had produced a new Travel and Subsistence Scheme. Agreed to accept the new rates proposed by WCC for journeys outside of the Parish only.

Committee Terms of Reference and Responsibility

Agreed to make amendment as follows:

Public Statements: Only the PC Chairman or Clerk may make public statements to the Press without reference to full Council *and the Protocol for Reporting at Meetings must be followed.*

Data Protection

It was noted this had been renewed for 2015/16.

Legal Powers and Duties

For information only.

Code of Conduct

Agreed as needing no amendments. It was noted that all Declarations of Office were in place and all Registrations of Financial Interests had been recorded with WCC.

To update all documents as agreed.	Clerk
To Agenda all documents for adoption by full Council at 17 March meeting.	Clerk

4. **Asset Register and Insurance**

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

Asset Register

This was up-to-date, in line with the Insurance Schedule and approved. A column fixing values at 2012 had been maintained in accordance with request from BDO for audit.

Insurance

Quotations had been received in 2014 and the insurance provider had changed to Hiscox, but was still via insurance brokers Came and Company. The contract included a 3 year tie-in until end September 2017; Excess of £250 for claims; annual Index linking; 5% discount as no claims bonus. Fidelity Guarantee: Agreed £100,000 was sufficient to cover requirements. Public and Employer’s Liability: Agreed £10 million was sufficient for requirements.

5. **Accounts, Reserves, Banking, Investments**

To review all accounts; budget analysis, forecast balance to end of year; c/f projects to 2015/16; allocation of reserves and investments, banking arrangements and investments.

Forecast balance to end of year: allowing for March monthly overheads and projects still to complete, this was estimated at £4,706 unallocated. It was agreed amounts for projects still to complete would be carried forward to 2015/16 budget: Parish Benches £3,000; Youth Facilities Project £21,698; 2 x Dual- use Waste Bins £280; Jubilee (or another) Path Maintenance £500. It was agreed £4,000 of forecast balance to end of year would be carried forward and allocated to Replacement of Assets, in particular consideration towards either a new pavilion boiler or more parish benches. It was agreed the remaining forecast balance (estimate £700) would be carried forward unallocated in the Treasurer's account.

Reserves and Investments comprised: £25,000 on 12 month term with Lloyds Bank maturing April 2015 (+£237 interest); £11,500 on 3 month term with Lloyds Bank maturing June 2015. It was agreed to allocate £36,737 as follows: Emergency Contingencies £10,000; Clerk's Gratuity £2,165 (an addition of £217); Replacement of Assets £24,572 (an addition of £176).

To Agenda for the 17 March Council meeting	Clerk
--	-------

6. **Assessment of risks and internal control systems**

To assess the risks facing the Council and review the effectiveness of internal control mechanisms in managing the risks.

Schedule of Internal Control Mechanisms

There were no amendments.

Risk Assessment and Management (Financial) for the period 1 April 2014 to 31 March 2015

Each item was reviewed and agreed.

The Internal Auditor's Control Check: Scope and Coverage of the Work Carried Out

The Check list was reviewed and controls agreed in place.

7. **External Audit - Annual Governance Statement**

To consider Statements 1-9 on the Annual Return to meet requirements for External Audit.

Councillors assessed and affirmed Statements 2 – 9 with regard meeting their responsibilities for the 2014/15 audit. Statement 1: the end of year accounts would be reviewed and approved when prepared. It was agreed to recommend Statements 2- 9 for approval to full Council.

To Agenda item ref Statements 1 – 9 for 21 April PC meeting	Clerk
---	-------

8. **Parish Elections on 7 May**

The Clerk was awaiting Nomination packs from WCC and would distribute to all Councillors. The Clerk agreed to collect all completed papers and present to WCC for checking on Wednesday 8 April. Councillors were advised that if they preferred to attend in person to contact Karen Vincent, Electoral Services Manager for an appointment before the closing date of 4pm on Thursday 9 April. [kvincent@winchester.gov.uk](mailto:kvincent@winchester.gov.uk) or phone 01962 848129.

To distribute, collect and attend appointment for checking papers.	Clerk
--	-------

**Meeting closed 9.00 pm.**