

Report of the Finance and General Purposes Committee Meeting held on Monday 27th July 2009 at Great Waltham Village Hall

1. Election of Chairman

Mr Braisby was elected as Chairman.

2. Record of Members present

Chairman: Mr Braisby

Councillors: Mrs Dickinson, Mr Jackson and Mr Micklem.

2. Apologies for Absence

Were received from Mr Blaber.

3. Declarations of interests (existence and nature) with regard to items on the agenda.

No interests were declared.

4. Public Participation session with respect to items on the agenda.

There were no members of the public present at the meeting.

5. Parish Council Accounts as at 30th June 2009.

These were presented, discussed and agreed.

The following report was given:

With only three months income and expenditure there is little to report upon.

General Account

1. Additional income from VAT refund £961.35. It is expected that the income from this source will be higher this year in view of the additional VAT incurred See additional expenditure £1045.48.

2. The insurance premium has come in lower than expected saving £252.02 on the general account and £23/43 on the changing rooms account.

3. The annual report came in £70 below budget.

Clerks Gratuity Account

Nothing to report

General Reserve

Nothing to report

Capital Works Account

See separate report

Allotment Account

Nothing to report

Changing Rooms Account

1. Saving on insurance premium £23.43.

7. Outstanding Accounts.

There were no outstanding accounts.

8. To review Capital Works Provision, and the funding of the programme

The Capital Programme was reviewed and approved as follows:

Latest Proposed Programme

Project Description	Estimated Cost.	Anticipated Grant	Parish Council Funds	Year for work	Funding Method
Play Equipment, Great Waltham	£21000	£15000	£6000	2009/2010	£15000 Community Initiative Fund (Youth) £6000 Capital Works Account
Youngsters Equipment – Youth Shelter	£6720	£5206	£1514	2009/2010	£4435 Essex Environment Trust £671 Essex Police £100 Local Youth £1514 Capital Works Account
Community Focus Point Project – Feasibility Study	£9476	£7988.00	£1488	2009/2010	£6500.00 Essex County Council £1488.00 Great Waltham Village Hall Committee £1488.00 Capital Works Account
Additional Battery for Speed Indicator Device			£137.58	2009/2010	
Total	£37196	£28194	£9139.58		

Balance on Capital Works Account as at 31st March 2009 £17,397.59

Income from Donation £50

Estimated Expenditure 2009/10 £37196 (Grants acquired total £28,194)

Expenditure by Parish Council from Capital works account in 2009/10
£9139.58

Estimated balance as at 31st March 2010 £8308.01

9. Report on outstanding loans

There were no outstanding loans to or from the Parish Council

10. To review Fees and Charges.

Fees and charges were reviewed and agreed as follows

Heading	Current Charge	Proposed Charge
Use of Great Waltham Recreation Ground - Senior Football - per match - (excluding winter grasscutting and use of changing rooms)	£20.00	£20.00
Use of Great Waltham Recreation Ground - Senior Football - per match - (including grasscutting and use of changing rooms)	£40.00	£40.00
Use of Great Waltham Recreation Ground - Junior Football- per match (excluding winter grasscutting and use of changing rooms)	£10.00	£10.00
Use of Great Waltham Recreation Ground - Junior Football- per match (including grasscutting and use of changing rooms)	£20.00	£20.00
Use of Ford End Playing Field - Junior Football - per match. *** (Excluding Barnston Youth FC (see Licence)	£10.00 for non-Parish use only	£10.00 for non-Parish use only
Notelets - each	£1.00	£1.00
Postcards - each	15p	15p
Allotments - per square meter (equivalent to £2.50 per rod	£10p	£10p
Village Design Statement	No charge	No charge

*** Goalpost layout is such that organised matches cannot be played at present.

11 To review the internal audit report for the financial year 2008/9

The findings and recommendations made by the internal auditor were considered as follows:

- The Council's Standing Orders and its Financial Regulations have not been reviewed since early in 2004. It was understood that both documents are being reviewed but have been delayed.
- In checking the budgetary control reports and examining the Council's Minutes I am aware that the Capital Works Programme has again been delayed and changed. The Council need to be satisfied that the 2009/2010 capital programme will be achieved within an acceptable timescale.
- In October 2008 it was decided to move the Clerk's Gratuity Account to Barclays Bank but no action was taken. No interest has been received from Bank of Scotland in the quarter ended 31st March 2009. In the current period of very low interest rates some Councils have invested in fixed period bond accounts from "reputable banks". In January 2009 the Council mutually agreed with the Clerk to extend his contract of employment to the 31st March 2010.
- Over recent years the Council has become more dependent for its business continuity on its IT systems. In discussions with the Clerk regarding backup arrangements there was mutual concern regarding the need for regular copies of the Council's data being store remotely.

Recommendations

With reference to the above findings I recommend that the Council continue to speedily progress its review of:-

- The Council's Standing Orders
- The Council's Financial Regulations
- Capital Works Funding.
- Investment of surplus funds such as the Clerk's Gratuity Account so as to obtain a better return.
- The Council include in its annual review of risks the need for a business continuity plan including the regular backup of systems and data with one copy stored remotely.

The Committee discussed the report. Some matters had or were planned to be dealt with. The following matters were agreed:

- (a) To continue with the completion of the revised financial regulations
- (b) To await the publication of new draft standing orders by NALC
- (c) The new bank account at Barclays had now been opened. It was agreed to make enquiries to see if the funds held on deposit could be invested to make a better return without penalty for early withdrawal.
- (d) To investigate remote storage of Parish Council IT data.

12. To check, confirm and sign the latest Bank Reconciliation

The bank reconciliation was checked, confirmed, and signed.