



**Minutes of the Finance and Staffing Committee Meeting
held on Monday 3 July 2017 at 7.30 pm
in the Fair Oak Village Hall**

Those Present: Mr Cossey, Mrs H Douglas (Chairman), Mr J Goss, Mr H McGuinness, Mr P Spearey

Apologies: Mr P Barrett, Mr R Rushton, Mr J Sorley

In Attendance: Mrs L Greenslade, Deputy Clerk, Mrs J Cahill, RFO

PUBLIC SESSION

None Present

1 DECLARATIONS OF INTEREST

Mrs Douglas, Mr Spearey – agenda item 11, Mr Cossey item 7

2 MINUTES

The Minutes of the meeting dated 6 March 2017 (previously approved at Full Council on 24 April 2017) were noted.

3 MATTERS ARISING

None.

4 CORRESPONDENCE

- NJC – pay award for 2018/19 applied for 5% increase – under discussion. Mrs Douglas proposed the Council build a 5% increase in the budget next year, all agreed.

5 SPEND TO DATE

The RFO presented the performance to date against budget 2017/18. Total spend to date is £58,197. Available spend £300,392.

6 SECTION 137 GRANT PROVISION

Application for grant provision were received from:

Asian Welfare and Cultural Association – require funding towards the organisation to promote the health and welfare of Asian people.

Mr Goss proposed no donation. There was no seconder.

Mr Spearey proposed £150, Mrs Douglas seconded and the majority voted in favour.

St Thomas Church – towards the cost of the annual light party. Mr Spearey proposed £350, seconded by Mr Goss and all agreed.

Victim Support – to purchase security items that are provided to victims and their families. Mr Spearey proposed £150, Mr Cossey seconded and all voted in favour.

7 REVIEWS OF INTERNAL AUDIT AND APPOINTMENT OF INTERNAL AUDITOR

Members reviewed the comments from the internal audit carried out in April.

- Accounting system – new system now in place.
- General Power of Competence – discussed and agreed not required at this time.
- Members interests – the Clerk will be updating the website over the summer.
- Fixed Asset Register – will be linked with new software.
- Bank Statement – Mr Spearey felt that Members should be more proactive and suggested a rota of Finance members to check the statements monthly. Mrs Douglas asked for a basic tutorial session to be included at the next Finance meeting.
- Reserves – noted.
- VAT – will look at online system.

Mr Spearey proposed “Do the Numbers Limited” be appointed as internal auditors for 2017/18, with the proviso that this would be carried out by Eleanor Green only. Mr Goss seconded and all voted in favour.

8 FINANCIAL RISK ASSESSMENT

Mr Cossey proposed, Mr Spearey seconded to approve the review of the Council’s Financial Risk Assessment in accordance with the Accounts and Regulations 2003, amended 2006. All members voted in favour.

9 DIRECT DEBITS

Mr Goss proposed to approve the variable payment of direct debits for utility suppliers. Mr Spearey seconded and all voted in favour.

10 PAYROLL PROCEDURES

Mr Cossey proposed to approve the payroll procedure in line with the Financial Regulations. Mr Spearey seconded and all voted in favour.

Mrs Douglas and Mr Spearey declared an interest – Mr Cossey took the chair.

11 HORTON HEATH COMMUNITY CENTRE

The Parish Council had received a request to manage the Centre’s payroll for one employee. The RFO agreed that it would be possible to add this to the

Council's system. It was proposed that the Council would charge a similar fee to the Borough Council which was £3.50 per employee and an additional £5.00 for end of year procedure.

Mr Goss proposed the Council administer the payroll for the Horton Heath Community Centre, at no cost, Mr McGuinness seconded and all voted in favour.

Mrs Douglas resumed the chair.

14 PUBLIC BODIES ADMISSIONS TO MEETINGS ACT 1960-C/2

Mr Douglas proposed, Mr Spearey seconded and all voted in favour to pass a resolution to exclude the press and public from the meeting by reasons of the confidential nature of the business to be transacted.

15 STAFFING MATTERS

- Ed Miller, apprentice had passed his driving test and is now able to drive the Council's agricultural equipment including the ATV.

This was all the business and the meeting closed at 8.00 pm

Signed Chairman