

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 23 MAY 2016 AT 7:00 PM.

PRESENT: Cllr D Evans (Chairman),
Cllr D Alexander, Cllr Mrs. L Evans, Cllr A Forbes, Cllr M Burridge

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior Administrator (Minute Taker), Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: There were no members of the public in attendance.

F&GP 001/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs. D Denston and Mrs. J Weeks.

F&GP 002/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 003/16/17 **PUBLIC SESSION**

There were no questions asked in the public session as there were no members of the public in attendance.

F&GP 004/16/17 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr Forbes was nominated by Cllr Burridge and it was **RESOLVED** that Cllr Forbes be elected Vice Chairman of the Finance and General Purposes Committee.

F&GP 005/16/17 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 21 MARCH 2016**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 21 March 2016 be amended as follows and brought back to the next Finance and General Purposes Committee meeting for approval.

- Minute F&GP 085 to be reworded to read "There were no questions asked in the public session".

F7GP 006/16/17 **TO RECEIVE AND REVIEW THE FINAL ACCOUNTS FOR 2015/16 AND MAKE A RECOMMENDATION TO COUNCIL**

A report by the RFO was circulated and presented (as attached).

Cllr Burridge stated that the accounts were excellent and well presented. This was seconded by Cllr D Evans.

It was **RESOLVED** that the final accounts for 2015/16 be accepted in its entirety and be sent to Council for approval. This was proposed by Cllr Burridge and seconded by Cllr Forbes.

F&GP 007/16/17 **TO RECEIVE AND REVIEW THE EARMARKED RESERVES AND MAKE RECOMMENDATIONS FOR ANY CHANGES TO COUNCIL**

A report by the RFO was circulated. A discussion took place and it was **RESOLVED** that the following recommendations be made to Council

- Elections - £3,000 current balance. This year onwards to accumulate a fund for elections on an annual basis, commencing with £1,000 and build on a yearly basis to accumulate £6,000.
- Equipment replacement fund – To be re-set to £10,000.
- Lith Avenue re-surfacing - Add £1,080 to Lith Avenue EMR - £1,000 to be added annually.
- Granary - Add £1,090 to Granary EMR to make £6,000 - £1,000 to be added annually.

F&GP 008/16/17 **TO DISCUSS AND AGREE THE WAY FORWARD IN RESPECT OF THE PREPARATION OF A BUSINESS CONTINUITY PLAN**

It was **RESOLVED** that the RFO work alongside the Executive Officer to prepare a Business Continuity Plan in readiness for the next Finance and General Purposes Meeting on 18th July 2016.

F&GP 009/16/17 **TO DISCUSS AND CONSIDER THE ENGAGEMENT OF THE INTERNAL AUDITOR**

A short discussion took place and it was discussed that it would be good practice to change the internal auditor every few years.

It was **RESOLVED** that the Executive Officer look into the process of changing auditors.

F&GP 010/16/17 **TO CONSIDER ESTABLISHING A WORKING PARTY TO REVIEW HPC FINANCIAL REGULATIONS, IN PARTICULAR TO COMPARE THEM WITH THE LATEST NALC MODEL, IN ORDER TO IDENTIFY WHERE IMPROVEMENTS CAN BE MADE**

It was **RESOLVED** that

- the Financial Regulations in accordance with HALC's model be undertaken as an ongoing task.
- the Financial Regulations be reviewed at the Council meeting on the 20th June 2016, whereby consideration be given to the Executive Officer's authority to engage replacement staff and amend the recording of assets to a minimum of £250.

F&GP 011/16/17 **TO CONSIDER ESTABLISHING A WORKING PARTY TO REVIEW EACH COMMITTEE'S TERMS OF REFERENCE, IN CONJUNCTION WITH EACH COMMITTEE CHAIRMAN, TO IDENTIFY ANY POTENTIAL IMPROVEMENTS AND CLARIFICATIONS INCLUDING DELEGATION OF POWERS**

It was **RESOLVED** that

- a working party be set up, to review each Committee's Terms of Reference in conjunction with each Committee Chairman.
- the working party consist of Councillors D Evans, A Forbes and D Alexander (available from July 2016).

F&GP 012/16/17

TO CONSIDER ESTABLISHING A WORKING PARTY TO DRAW UP A POLICY AND/OR PROCEDURE FOR ENSURING THE SAFETY OF ELECTRICAL APPLIANCES IN HPC BUILDINGS IN ACCORDANCE WITH HSE RECOMMENDATIONS

A was **RESOLVED** that

- a working party be set up to draw up a policy and/or procedure for ensuring the safety of electrical appliances in HPC buildings in accordance with HSE recommendations.
- the working party consist of Councillors Burridge and D Evans.

F&GP 013/16/17

TO CONSIDER AND PRESENT QUESTIONS RELATING TO GENERAL FINANCIAL MATTERS TO THE RESPONSIBLE FINANCE OFFICER

The Chairman stated that this agenda item was intended as a question and answer session with the RFO, relating to general financial matters.

Questions were put to the RFO and included queries relating to the print out of the Orders of Payment, the Purchase and Sales Ledger, whether or not funds could be transferred from one bank account to another and the limit on the debit card.

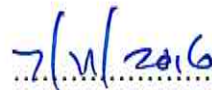
It was **RESOLVED** that

- a report be prepared by the RFO regarding the transferring of funds for security purposes and enquire as to the limit on the debit card in readiness for the next Council meeting on the 20th June 2016.

The meeting closed at 8.25pm



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Chairman



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Dated

