

Minutes of the Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 16th March 2011 @ 19.30, Parish Room, Doddinghurst Road, Doddinghurst.

Present: Clr. Mrs Dicker (Chairman), G. Smith, G.W. Bateson, A. Farrow

1. **Apologies for absence.** Councillor Mrs A Richards
2. **Declaration of Interests relating to items on the agenda.** None declared.
3. **Resolved:** Approved: Minutes of the meeting held on 21st November 2010.
4. **Information:** Update on actions since last meeting. Precept requirement issued to Brentwood Borough Council. Noted that due to changes in disability benefit introduced in April 2011 the tax base has changed slightly leading to a 0.7% variance in household precept £ collected although the total precept is unchanged on 10/11.
5. **Information: Risk Assessments:** Review of 2010/11 & Plans for 2011/12. The summary of issues and rectification work for 2010/11 was reviewed. One area scheduled for inspection, the burial ground, had not been reported upon. It was noted that the risk assessment feedback form was being incorrectly completed since councillors didn't understand the instructions and that tuition in completing the returns was needed. The Clerk is to issue a schedule for risk assessment for 2011/12.
6. **Information: Insurance Renewal for 2011/12.** As well as a quote from AON a further quote from Town and Parish Council Insurance is to be obtained. The fidelity guarantee at £25,000 is to remain unchanged.
7. **Information: Update on Bank direct debits.** The Telephone and Broadband payments have been moved to direct debit which saves charges for cheques by the bank and charges for payment by cheque by the utility supplier.
8. **Information: Parish Council Village Bus Club Finances for 2010/11.** Noted the statement of finances for the Village Bus Club managed by the Parish Council and that at the end of the 2010/11 financial year £765.18 belonging to the Village Bus Club was on deposit in the Parish Council Current Account.
9. **Information: Peartree Field - freeholders sale of agricultural land.** It was noted that the sale of Doddinghurst agricultural land to a local farmer, by the freeholders of Peartree Field, had taken place. No action relating to Peartree Field was in hand.
10. **Information: Internal/ External Audit progress and content of Internal Audit.** The committee reviewed the recommended checklist of internal audit controls (Appendix 9 of the Practitioners Guide). It was recommended that the detail of the safe keeping of cash surplus prior to banking is set out in writing. It was noted that a new external auditor had been appointed by the Audit Commission.
11. **Discussion: Cost of Localism.** Noted that this central government initiative is likely to drive up the Parish Councils demand on resource and expenditure.
12. **Any Other Urgent Business strictly for information only.** Noted that the Village Hall had not invoiced the Parish Council for the recovery of cost of electricity used by the Parish Council, despite meter readings being provided, or the peppercorn rent for the past 2 years.

The meeting was closed at 20.40

Signed:

Dated: 7th April 2011