

Minutes of the Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 21st Oct 2009 at 19.00, Parish Room (adj the Village Hall), Church Lane, Doddinghurst

Present: Clr. Mrs Dicker (Chairman), Farrow, Smith,

1. **Apologies for absence.** Clrs Mrs A Richards, G Bateson.
2. **Minutes of the meeting held on 14th January 2009.** Approved and signed
3. **2008/09 External Audit and Closure Notices and Letter.** Noted, all items completed.
4. **Review of Audit and Governance over 09/10 and changes for 10/11.**

Internal and External Audit. Noted: Internal Audit satisfactory. Noted: Audit Commission service improved over 2008/09 but audit sign off received on the very last day for posting audit closure notices (30th September) despite audit papers being submitted 4 weeks early.

Monthly financial reports comprising: Balance Sheet, Income and Expenditure report, Bank Statement reports, Unreconciled Income and Expenditure reports. Noted: Current arrangements satisfactory.

Budget Monitoring: Noted as satisfactory: Individual capital project reviews/ summary reports (e.g. Fun Day) and annual budget review prior to precept setting.

Contract Letting, Noted, current financial regulation arrangement satisfactory. Parish Council Newsletter to contain request for contractors to make an expression of interest in becoming an approved supplier.

Approval of expenditure process and financial sign off process. (See Financial Standing orders) Noted, current financial regulation arrangement and Monthly Financial expenditure reports sign off, satisfactory.

5. **Bank Accounts and Interest.** Noted: Bank Interest levels at all time low and Barclay's Current Account operated in tandem with Premium account now poor value and with high charges, low interest and user unfriendly – difficult to know exactly how much is in the account. Alternative bank arrangement to be investigated with the possibility of some transactions moving to Direct Debit (e.g. utility payments). Noted: Direct Debit arrangement requires two Councillors to sign mandate.
6. **Risk Assessment and Insurance including any ongoing insurance claims.** Noted: Risk assessment for 2009/10 to be completed. RoSPA safety report for Play Area completed. Insurance up to date with Allianz and no active ongoing insurance claims either against the Council or on behalf of the Council in progress. Two cases, relating to claims made following injuries sustained by children in the play area, are "dormant" following repudiation by Council Insurers.
7. **Councillor Training, New Councillor Induction. ID arrangements.** Noted as satisfactory.
8. **Staff Performance Reviews. Deputy Clerk's Contract Renewal (April 2010).** Noted Staff performance reviews are to be completed for 2009. Clr Dicker to conduct the Clerk's review. Noted Deputy Clerk's contract renewal due in April 2010. The Clerk is to prepare and conduct this performance review (which includes a countersignature requirement by the Council Chairman).
9. **Community Engagement Programme 2010/11.** Noted as satisfactory.
10. **Preliminary 2009/10 Expenditure and Budget Performance.** Draft papers noted.

The meeting was closed at 20.10

Signed:

Dated:

11th November 2009