

Draft Minutes of the Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 21st April 2010 @ 19.30, Parish Room, Doddinghurst Road, Doddinghurst

Present: Clr. Mrs Dicker (Chairman, Mrs Richards, G. Smith

1. **Apologies for absence.** Clrs G.W. Bateson, A. Farrow
2. **Minutes of the meeting held on 20th January 2010.** Approved and signed.
3. **Update on actions since last meeting.** All actions completed.
4. **Risk Assessments: Review of 2009/10 & Plans for 2010/11.** The Risk & Safety management policy of April 2010 (revised) was agreed. The Clerk was asked to issue a schedule of assigned roles for agreement at full council.
5. **Fidelity Guarantee: Recommendations for 2010/11.** Currently the fidelity guarantee is £25,000 (set in 2002). Based on auditors recommendation it should ideally be £98,000 – derived from the sum carried forward at year end plus half the years precept. However Councillors felt that this level of cover was not needed at present and decided not to change the Fidelity Guarantee level now but would review this at a future date when a new Clerk was recruited.
6. **AON (Allianz) Insurance Renewal Quote: Recommendations for action.** Noted, the renewal document and the inclusion of Laptop insurance. The renewal cost is £2115.42. which includes a 15% reduction for membership of the EALC and waiver of a £5 admin fee that had been levied on the invoice.
7. **Information Commission Office Data Commission registration.** ICO Data Controller registration & certification has been obtained and is valid until March 2011.
8. **Internal/ External Audit progress.** The reconciliation of the bank accounts have been completed and the draft audit return prepared and copied to councillors together with the draft letter for the auditor explaining variances. The internal auditor has been booked for the end of May and the audit return will be signed and returned on the 3rd June 2010. The notice of audit is set to be posted on the 28th May 2010.
9. **Other urgent information.** None raised.

The meeting was closed at 20.30

Signed:

Dated:

July 2010