

CAM PARISH COUNCIL

MINUTES OF A MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE HELD TUESDAY 5TH JULY 2011 AT 6.30PM IN THE COUNCIL SHOP

PRESENT: M Clifton (Chair), M Stevens, B Whatling, J Fowles

APOLOGIES: D Andrewartha, N Ledoux, J Sherman

IN ATTENDANCE: S Hanman (Clerk, RFO)

FGP.11.14. To confirm Chair and Vice-Chair for 2011/12

It was confirmed that Chair and Vice Chair of Council (Cllrs Clifton and Fowles) would, as usual Chair this Committee

FGP.11.15. To receive and accept Apologies for Absence

Apologies as listed above were received and accepted

FGP.11.16. To receive Declarations of Interest

None received

FGP.11.17. To approve Minutes of the Meeting of 12th April as a correct record

It was RESOLVED that the minutes be accepted as a correct record and signed by the Chair

FGP.11.18. To receive any questions, statements or submissions from members of the public in attendance or from any Councillor in respect of any agenda item in which he/she has a Prejudicial Interest

None received

FGP.11.19. To note matters arising from the Minutes and not covered by Agenda Items for information only

None raised

FGP.11.20. To receive and comment on financial report for April – June 2011

Budget report for the first Quarter of 2011/12 attached. No amendments were considered necessary.

FGP.11.21. To review and roll forward Medium Term Financial Plan and agree any adjustments

The MTP was reviewed and adjustments made. A copy of the updated document is attached.

FGP.11.22. To consider appointment of Internal Auditor for 2011/12 accounts

As the previous Internal Auditor is no longer undertaking this work, three quotes had been sought from alternative providers, but only 2 received. One was from a 'national' company specialising in this work, the other from a Clerk to a Gloucestershire parish who is trained in Internal Audit. The quotes were as follows:

Internal Audit & Compliance	£325 + Vat for 1 visit, additional £325 per day (based on 7.5 hours) for any additional work (e.g. for midyear audit as well as year-end)
Peter Newman	£16 per hour (equivalent to £120 per 7.5 hour day)

Both of these would meet the requirement for being fully independent of the council and both would appear to be suitably experienced and qualified.

It was RESOLVED that the scope of the Internal Audit should be based on that agreed for last year, using standard function lists and incorporating a mid-year audit, and that Peter Newman should be invited to undertake this function. A formal letter of engagement would then be sent.

FGP.11.23. To note current position regarding external audit of 2010/11 accounts and agree any report to Full Council

The Annual Return was with the Auditor, who had requested additional information to carry out an Intermediate Audit as income last year was over £200,000. This information had been sent and further comment was awaited.

FGP.11.24. To review Financial Regulations

Some minor changes were agreed to reflect current circumstances. The document would now be referred to Full Council for adoption.

FGP.11.25. To review publication of Parish Newsletter, including timescale, format, possible advertising and delivery arrangements

The following issues were discussed and actions agreed:

- Format – It was felt that the current format is appropriate. Font sizes should be kept as large as possible to make the document easier to read. Articles should be kept short and to the point and interspersed with photographs/graphics to make the newsletter attractive and reader-friendly.
- Content – a schedule for the coming year was agreed. It was also agreed that there should be more direct input from Councillors, with each Committee to be asked to submit something for each edition. Other local organisations would also be encouraged to submit material. The content, and Councillor(s) to write it would be agreed at the Committee meeting prior to publication as per the following schedule:

EDITION	COMMITTEE	COPY DEADLINE	TO PRINTER	DELIVERY
October	D&P Aug R&L Sept P&H Sept FC Sept	21/9	26/9	16 or 23/10
January	D&P Nov R&L Dec P&H Dec FC Dec	21/12	9/1	22 or 29/1
April	D&P Feb R&L March P&H March FC March	19/3	23/3	15 or 22/4
July	D&P May R&L June P&H June FC June	20/6	25/6	15 or 22/7

- Advertising – Due to the additional staff time and resources that would be needed to manage it, external advertising would not be carried for the time being.
- Delivery – Delivery by the ATC and volunteers would continue, with all Councillors to be encouraged to deliver as many as they are able.

FGP.11.26. To note current position regarding the administration process of the council, including workloads, services provided and office opening hours

The Clerical Assistant had taken on additional hours to undertake some of the work regarding the booking of community facilities. This was still 'bedding in' but seemed to be working quite well and had freed up some time for the Deputy Clerk to work on issues such as the website and social network media. She was also taking over administration of Planning & Highways Committee, which in turn should free up some of the Clerk's time, which would be important during the Resource Centre development project.

The office continued to provide various services as well as acting as an enquiry and information point, including access to 'Homeseekers', photocopying, internet access/ assistance. The project to provide local delivery of youth services also involved additional administrative and clerical time. The progress of 'localism' and 'Big Society' was likely to increase to role of the council and of the parish office in the community.

One possible additional service that had been discussed some time ago was use of the office for access to registration services. Nothing further had ever been heard from the registration service on this – Committee considered that this should be referred back to them, as this could be a valuable local service.

FGP.11.27. To consider arrangements for office cleaning

It was noted that it was likely that the current office cleaner would be leaving in the autumn, as she moves on to university. Given that the new building should be in use from early next year, with different requirements in terms of cleaning and maintenance, the Clerk and Deputy had discussed the situation and felt that it would be sensible not to replace the cleaner until the new building is complete. It was therefore RESOLVED that, if the current cleaner does resign, the Deputy Clerk should be paid for 1 hour extra each week in respect of cleaning duties, until the move to the new building, whereupon new arrangements for cleaning would be made.

FGP.11.28. Date for next meeting and items for agenda

A meeting in early/mid October would be required, which would be the initial budget-setting meeting for 2012/13. The Clerk would email members with suggested dates and would confirm the meeting in due course.

FGP.11.29. Any Other F&GP Matters for Information or Referral

None raised. The meeting was declared closed at 7.50pm.