

# **WARBOYS PARISH COUNCIL**

Minutes of a meeting of the **Finance and General Purposes Committee** held on 24th March 2014 at the Parish Centre, Warboys.

## **PRESENT**

Councillor Mrs M P Bucknell, Chairman

Councillors Mrs J M Cole, J A Parker, P S Potts, J C Price, Mrs J E Tavener, G C M Willis and Mrs A R Wyatt.

## **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors D W England, Mrs M H Harlock and R A Payne and Mr G Hansell (Internal Auditor).

## **11/13 MINUTES**

Upon being moved by Councillor Price and seconded by Councillor Potts, the Minutes of the meeting held on 18th November 2013 were signed as a correct record by the Chairman.

## **12/13 MEMBERS' INTERESTS**

No Members declared interests in respect of the items appearing on the agenda for the meeting.

## **13/13 MATTERS ARISING**

The Committee noted that there were no matters arising from its meeting held on 18th November 2013.

## **14/13 ASSET REGISTER**

The Clerk circulated copies of the Council's current asset register sub-divided into categories for land, play equipment, miscellaneous equipment and property. Members were informed that the register was kept up to date to include new equipment, disposals and items that had been scrapped and an inventory check would be arranged shortly involving the Chairman, Clerk, Internal Auditor and Senior Handyman to ensure that all of the equipment on the register could be accounted for.

## **RESOLVED**

that the content of the register be noted.

### **15/13 RISK MANAGEMENT**

The Clerk circulated copies of the Risk Management Register that had been compiled of the Council's various activities which had been reviewed and updated as necessary.

#### **RESOLVED**

that the content of the register be noted.

### **16/13 INTERNAL CONTROL**

Members' attention was drawn to the requirement in the Accounts and Audit Regulations for the Council to review the effectiveness of its systems of internal control and internal audit as set out in the Practitioners' Guide to Governance and Accountability in Local Councils in England and Wales published by NALC and SLCC.

The Clerk submitted a checklist, a copy of which had been circulated to all Members, summarising the controls that should be in place and explained the measures that were undertaken by the Council. Under the circumstances, the Committee expressed its satisfaction as to the effectiveness of the existing controls.

### **17/13 SIGNING OF CHEQUES**

The Clerk reported that the relevant section of the Local Government Act 1972 that required all payments by a parish council to be authorised by two councillors had been repealed. However the Practitioners' Guide to Governance and Accountability still required councils to have adequate measures in place to ensure financial probity.

Members were reminded that the Council's existing arrangements required cheques to be signed by any two out of four named councillors plus the Clerk and it was

#### **RESOLVED**

that the existing arrangements for the signing of cheques be retained unaltered.

### **18/13 FINANCIAL REGULATIONS**

The Clerk pointed out that the Council's existing Financial Regulations had not been reviewed since 2006 and that they contained a number of provisions that required amendment.

Under the circumstances, the Committee requested the Clerk to submit a report reviewing Financial Regulations to a future meeting of the Council.

### **19/13 PARISH CENTRE – CONDITIONS OF HIRE**

As the conditions of hire for the Parish Centre had been copied incorrectly when despatched with the agenda, Members agreed to refer their annual review of the conditions to a future meeting of the Council when copies had been circulated in full.

### **20/13 SECTION 137 LIMIT**

Members noted that the appropriate sum for the purposes of Section 137 expenditure in 2014/15 had been set by the Department for Communities and Local Government as £7.20 which gave an allowance for the Parish Council of £22,356.

There being no further business, the meeting was declared closed.

**Chairman**