

# WARBOYS PARISH COUNCIL

Minutes of a meeting of the **Finance and General Purposes Committee** held on 23rd March 2015 at the Parish Centre, Warboys.

## **PRESENT**

Councillor Mrs M P Bucknell, Chairman

Councillors Mrs J M Cole, Councillor D W England, Ms L A Gifford, Mrs M H Harlock, J A Parker, P S Potts, J C Price and Mrs A R Wyatt.

## **APOLOGIES**

Apologies for absence were received on behalf of Councillors R A Payne, Mrs J E Tavener and G C M Willis.

## **14/14 MINUTES**

Upon being moved by Councillor Parker and seconded by Councillor Potts, the Minutes of the meeting held on 17th November 2014 were signed as a correct record by the Chairman.

## **15/14 MEMBERS' INTERESTS**

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

## **16/14 MATTERS ARISING**

The Committee noted the following matters arising from its meeting held on 17th November 2014:-

### **(a) Timebanking**

Further to Minute No. 08/14, the Clerk reported that he had spoken to the Clerk at Somersham Parish Council about the availability of grants for the introduction of a Timebanking scheme in Warboys. The Clerk also informed Members that he would contact the Timebank Co-ordinator at Somersham for her advice and would then commence submitting applications to ascertain whether grant could be obtained for the scheme in Warboys.

### **(b) Pensions – Automatic Enrolment**

Further to Minute No. 09/14, the Clerk reported that he would register with the National Employment Savings Trust after the end of the tax year to ensure that the Council met its responsibilities for the enrolment of employees in a pensions scheme.

## **17/14 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.

## **18/14 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.

## **19/14 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. The Clerk also undertook to report monthly to the Council on the cumulative expenditure under Section 137 of the Local Government Act 1972 in future and to circulate copies of the relevant extract from the petty cash book for 2014/15 at the year end.

Under the circumstances, the Committee expressed its satisfaction as to the effectiveness of the existing controls.

## **20/14 INVESTMENT STRATEGY**

Further to Minute No. 10/14, the Clerk submitted a report (copies of which had been circulated) on the need for the Council to review its Investment Strategy annually to comply with guidance issued by the Secretary of State under the Local Government Act 2003.

### **RESOLVED**

that the Council be recommended to approve the Investment Strategy appended to the report now submitted.

#### **21/14 PARISH CENTRE – CONDITIONS OF HIRE**

The Committee reviewed and confirmed the conditions of hire of the Parish Centre (copies of which had been circulated), subject to the addition of contact details of the Clerk for use by hirers in an emergency.

#### **22/14 SECTION 137 LIMIT**

Members noted that the appropriate sum for the purposes of Section 137 expenditure in 2015/16 had been set by the Department for Communities and Local Government as £7.36 which gave an allowance for the Parish Council of £22,646.

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

**Chairman**