

CUMNOR PARISH COUNCIL

**Minutes of the Meeting of the Finance and General Purposes Committee
held at the Garden Room, United Reformed Church, Leys Road, Cumnor
on Tuesday 23 October 2018**

Present: Alison Jenner, Nick Surman, Paul Taylor and Tina Brock, Clerk.

01/18 Apologies. Gerald Frost (CPC Chairman) (prior commitment). This apology was received.

Paul Taylor chaired the meeting.

02/18 Variance of Order of Business. None.

03/18 Declarations of Interest. None.

04/18 Minutes of the meeting held on Monday 30 October 2017. The Committee RESOLVED to approve the minutes which were signed by the Chairman as a correct record.

05/18 Public Participation. None.

06/18 Draft Estimates 2019/2020 and 3 Year Plan.

- i. Table 3 Income. Projected Income 2018/2019 to include a CIL (Community Infrastructure Levy) income of £965. With this amendment the Committee agreed to approve the draft estimates 2019/2020 which would be considered for approval at the Council meeting on 5 November 2018. See Annex 1.
- ii. The Committee agreed to approve the draft 3 year plan which would be considered for approval at the Council meeting on 5 November 2018. See Annex 2.

07/18 Internal Audit 2017/2018. The Committee noted that on 2 July 2018 Council considered the internal auditors recommendations:

- i. Review of internal controls. To check the wording of the Fidelity Insurance cover as currently only employees are covered and not Councillors. *(Clerk's Note: The insurers have agreed to include Councillors under the Employee Dishonesty section by changing the definition to an 'insured person' rather than an employed person.)*

08/18 Annual Return Year Ending 31 March 2018 Conclusion of Audit. The Committee noted:

- i. Moore Stephens appointed external auditors, found on the basis of their review of the annual return, it was in their opinion that the information within the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.
- ii. The Annual Governance and Accountability Return for the year ended 31 March 2018 and certificate would be approved by Council at 5 November 2018 meeting.

09/18 Internal Auditor 2018/2019. The Committee noted that at the Council meeting 3 September 2018 the re-appointment of Philip R Hood FMAAT as the Internal Auditor for the financial year ending 31 March 2019 was approved. His fee would be £290.

10/18 Financial Regulations. The Committee approved amending 11 Contract, 11.1 sub clause b to reduce the contract value from £50,000 to £25,000. The amendment is based on NALC model Financial Regulations updated July 2016 and the recently amended Standing Orders.

11/18 Financial Risk Assessments for the year 2018/2019 was formally and completely read out by the Chairman minor amendments were made to the layout of the document. No actions required. Annexe 3.

12/18 Register of Assets 2018/19 (half year) was reviewed and accepted. The Clerk to check that the insurance cover for the pavilions is replacement value.

13/18 Health & Safety Risks of the Council's Assets. Recreation equipment is monitored monthly by MRH Services and Councillors and annually by RoSPA; written reports are submitted. Highways assets are reviewed annually. Arrangements for the office equipment to be PAT tested to be arranged. The Closes and Fogwell pavilions risk assessments are carried out by the Cumnor Minors FC and Fogwell Pavilion Management Committee.

14/18 Review of Effectiveness of the System of Internal Audit. Regulation 4 of the Accounts and Audit Regulations (2003) requires the findings of the review of the system of internal control to be considered by a committee of the relevant body, or by members of the body meeting as a whole. Examples of evidence in support of the review are:

- Annual Report of Internal Audit.
- Any reports by the External Auditor covering internal audit work or on key financial systems.
- Results of any other review on which reliance may safely be placed.

Regulation 6 requires bodies to review the effectiveness of the system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or by the body as a whole, as part of the consideration of the system of internal control referred to in Regulation 4. The Committee reviewed the system and found them adequate. Annexe 4.

15/18 Policies/Procedures/Guidance. The Committee would recommend that Council approve the following amends:

- i. Freedom of Information publication scheme to include the Councils website and mobile phone number.
- ii. Role of Representatives on outside bodies; guidance to remove Neighbourhood Action Group.
- iii. Training and Development policy to amend section for the Clerk 3c to read introduction to Local Council Administration (ILCA).

The Committee noted that all the policies, procedures and guidance of the Council had been reviewed and were considered fit for purpose.

16/18 Date of Next Meeting. To be advised.

The meeting closed at 8.10pm.

Signed

Dated.....2018