

CUMNOR PARISH COUNCIL
Minutes of the Meeting of the Finance and General Purposes Committee
held at the Old School, Cumnor
on Monday 30 October 2017

Present: Gerald Frost (CPC Chairman), Paul Taylor and Tina Brock, Clerk.

01/17 Apologies. Alison Jenner (prior commitment) and Nick Surman (prior commitment). These apologies were received.

02/17 Variance of Order of Business. None.

03/17 Declarations of Interest. None.

04/17 Minutes of the meeting held on Monday 10 October 2016. The Committee RESOLVED to approve the minutes which were signed by the Chairman as a correct record.

05/17 Public Participation. None.

06/17 Draft Estimates 2018/2019 and 3 Year Plan. Annexe 1

- i. The Committee agreed to make the following amendments to the draft estimates 2018/2019: increased Recreation maintenance from £23,200 to £24,000 to cover maintenance of aging equipment and Highways maintenance from £6,700 to £7,000 to cover expected expenditure to cut ad hoc grass verges following Oxfordshire County Council cut backs. The draft estimates would be considered for approval at the Council meeting on 6 November 2017.
- ii. The Committee agreed to approve the draft 3 year plan which would be considered for approval at the Council meeting on 6 November 2017.

07/17 Financial Regulations. The Committee reviewed the Regulations.

- i. Regulation 2.2 verification of quarterly bank reconciliation by a non-signing Councillor (excluding the Chairman). The clerk must ensure that the accounts are verified by a different appropriate Councillor each quarter.
- ii. Regulation 4.1 expenditure on revenue items authorisation was agreed to be appropriate.

08/17 Financial Risk Assessments for the year 2017/2018 was formally and completely read out by the Chairman minor amendments were made to the controls to include Closes and Fogwell Pavilions. No actions required. Annexe 2.

09/17 Register of Assets 2017/18 (half year) was reviewed and accepted.

10/17 Health & Safety Risks of the Council's Assets. Dealt with in Minute 08/17.

11/17 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 3.

12/17 Date of Next Meeting. To be advised.

The meeting closed at 8.25pm.

Signed

Dated.....2018