

FOUR MARKS PARISH COUNCIL

Meeting of the Finance & General Purposes Committee Held on Wednesday 2nd July 2014, commencing at 9.00pm At the Benian's Pavilion, Four Marks

Members Present: Cllr J Foster, Cllr S Sensier, Cllr A Tomlinson
Attending: S Goudie (Clerk), Cllr A Hickman
Apologies: None

Open Session

There were no members of the public in attendance, so there was no formal open session.

The Clerk raised the issue that the Election of Chairman for this Committee had been omitted off the Agenda and a Chairman should be elected. Cllr Tomlinson proposed Cllr Foster, Cllr Foster agreed, this was then seconded by Cllr Sensier.

The Clerk also raised the issue that her current Local Governance and Accountability for Local Councils, was out of date and that an updated version was available for the cost of £25, although the Clerk has authority to spend up to £500 without bringing to the Committee or Full Council, she wanted to check with the Committee that this would be acceptable, and it was agreed unanimously.

Open session closed at 9.10pm. Standing Orders were applied

14.25 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14.26 MINUTES OF THE LAST MEETING

- It was agreed that as there were only two attendees at the previous meeting, and only one in attendance this evening, that the minutes could not be approved. It was agreed to approve the minutes at the next Full Council meeting.
- Matters arising:
 - The Clerk confirmed that the preferred contractors list was still not completed. Cllr Tomlinson was concerned about the rules for submitting and presenting tenders and felt that the procedure should be confirmed to all Councillors, it was also agreed that the no member of the Council, including the Chairman, should know the identification of the tenderers. Action. The Clerk.
 - The Clerk advised that there were two amendments to the Standard Financial Regulations, one being the inadvertent retention to the reference to the Power of Well-Being, which should have been updated to General Power of Competence and, certain numerical values, which are non-statutory and therefore subject to determination by council, were not included within [square brackets]. The Clerk confirmed that the first amendment had been made, and the second had already been addressed.
 - The Clerk advised that the Risk Assessment had not been presented at Council for adoption due to an already lengthy Agenda, it would be on the Agenda for the Full Council meeting this month.

14.27 AUDIT REPORT

The newly appointed Internal Auditor's report had been circulated, there were four recommendations as follows:

Review of Corporate Governance

- *Standing orders should be reviewed and updated to reflect changes in legislation at regular intervals. **Response: draft for amendment already circulated and will be ready for approval for the new Council in 2015.***
- *Consideration should be given to the development of detailed financial procedural documents for each financial process. **Response: Clerk to contact other Councils for a suitable template and action in due course, but not as an urgent action, due to the current workload.***

Separately it was agreed that the Clerk should agree priorities with various outstanding jobs.

Asset Registers

- *The asset register detail should be expanded to include more background information on the assets as detailed in the body of the report. **Response; The Clerk had prepared and presented a more detailed Asset Register but it was agreed there should be more detail on the document itself, rather than just the back up in the file accompanying it.***
- *In order to comply with best practice and assist any possible police enquiry or insurance reclaim in the event of loss of damage, a photographic record of the Council's asset stock should also be developed. **Response: The Clerk confirmed that there are photographs of all play equipment, and Cllr Sensier agreed to photograph other assets in due course to assist the Clerk with this task***

The Chairman thanked the Clerk on preparing a good set of records for the auditor to report on, with only four recommendations suggested.

There was one further comment in that the spelling of the Benian's Pavilion should be amended.

14.28 STANDING ORDERS

It was agreed that as there appeared to be two NALC drafts in circulation that are not similar, that the Clerk would find the original version and that this would be re-circulated. Councillor Foster agreed to generate a FMPC draft document in readiness for a separate meeting to be arranged to work through the document.

14.29 DATE OF NEXT MEETING

Wednesday 3rd September 2014, if required, to be confirmed by the Chairman.

14.30 Meeting closed at 9.40pm

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Chairman