

ST GERMANS PARISH COUNCIL

Chairman: Mrs Patricia Pipe

Clerk: Mrs Emily Young – Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk

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Minutes of the Finance and General Purposes Committee meeting held at the Eliot Hall on Tuesday 15 October 2019 at 1.30pm

Present

Cllr N Witton, Cllr P Pipe and Cllr D Carter (Chairman)

1. Declarations of Interests and Dispensations

- 1.1 To receive declarations of interest from Councillors on items on the agenda
 - 1.2 To receive written requests for dispensations for disclosable pecuniary interests
 - 1.3 To grant any requests for dispensations as appropriate
- There were no declaration of interests made.

Public participation

There were no members of the public present.

2. Apologies for absence

Apologies were received from Cllr Mackeen. Approved by all.
Cllr Skelton was absent without an apology.

3. Approval of minutes of F&GP Committee meeting held on Wednesday 18 September 2019 (to approve the minutes as a correct record)

It was proposed by Cllr Pipe and seconded by Cllr Witton that the minutes be approved. All were in favour. The minutes were signed by Cllr Carter.

4. Review budget and actuals to-date – recap

The Clerk circulated copies of the current income and expenditure spreadsheet, highlighting the spending to-date for each of the headings, against the 2019-20 budget and the amount left to spend. Discussions took place about each heading with £2,500.00 to be moved from Repairs and Maintenance to Clerk's salary to take account of any incremental increase and the extra costs for this year of the Clerk's training course to achieve (CiLCA) status. It was proposed by Cllr Pipe to approve this spreadsheet, seconded by Cllr Witton. All in favour.

5. Set 2020/21 budget against anticipated expenditure

The clerk circulated copies of the last 3 year's actual spend against budget and the Committee discussed amounts for the 2020-21 budget against each heading. The budget total for 2020-21 has been set at £64,000.00. The precept amount will not increase (to remain at £55,473.81) the extra will be taken from reserves. This was proposed by Cllr Witton, seconded by Cllr Pipe. All in favour.

6. Review current internal auditor

The Clerk briefed the Committee on the existing internal auditor and the work that is carried out. Cllr Pipe proposed that the auditor Clive Murphy is kept for the next years audit, this was seconded by Cllr Witton. All were in favour.

7. Review risk management

The risk management document was circulated to all by the Clerk and the Committee reviewed any key risks facing the Parish Council. All Committee members agreed that the internal controls in place and the services of specialist external bodies* along with the insurance cover are deemed to be good at this time. (*The Clerk was asked to contact the existing specialist contractors for grass cutting/general maintenance and the tree surgeon to ask for best prices for the next 2 years, as agreements cease January 2020.) Cllr Pipe proposed that the Risk Management paper, the individual Risk Assessments (to include Bethany picnic benches) and the Asset Register were approved, this was seconded by Cllr Witton. Agreed by all.

8. Review asset register

See above.

9. Review and update financial regulations and standing orders

The 2019 revised version of the Financial Regulations and an amendment to the existing Standing Orders (in relation to the Financial Regulations) had been circulated to all. Cllr Witton proposed that the new regulations and SO amendment be adopted. Seconded by Cllr Pipe. All in favour.

10. Review of investment policy

The Clerk circulated an example policy along with the Statutory Guidance on Local Government Investments. It was felt that the priority at this stage is to open a new separate lender bank account (in hand). Then at a later date, the investment options and policy will be addressed.

11. To agree and make recommendations for the Parish Council for 2020/21

It was agreed to make the following recommendations back to full council to accept:

- ~the 2020-21 budget of £64,000 with a precept of £55,473.81
- ~to continue working with the internal auditor Clive Murphy
- ~to accept the latest asset register, risk assessments and risk management paper
- ~for the Clerk to obtain 'best price' from the existing specialist contractors for grass cutting/general maintenance and the tree surgeon for the next 2 years
- ~to update the 2016 Financial Regulations with the latest 2019 version
- ~to amend the 2018 Standing Orders with the financial regulations additional text

Meeting closed at 2.55pm.

Signed as a true record of the meeting.....
Chairman

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Date