

BURTON BRADSTOCK PARISH COUNCIL

Minutes of the Finance Meeting held on Monday 23rd June 2008 at 6.30pm in the Reading Room, Burton Bradstock.

Present: Cllrs A Mackie, D Batten, D Venn, S Pett, C Hughes (RFO), Ian Wigglesworth (Internal Auditor). 1 member of the public present.

1. Apologies: None

2. Declarations of Interest: None

3. Minutes of previous meeting: The minutes of the previous meeting of 27th March 2008 were approved and signed by the Chairman as a true record.

4. Election of new Chairman: Cllr Mackie stood down as Chairman. Cllr Batten proposed Cllr Pett as new Chairperson and David Venn seconded. Cllr Pett appointed as new Chairperson. Cllr Pett asked that the thanks of the Committee be recorded for Cllr Mackie's hard work in setting up and running the Finance Committee.

5. Matters Arising:

- Received salary scales back from DAPTC. RFO to contact DAPTC to find out how the scales may alter in the future, when turnover is reduced due to imminent possibility of lease ending with the National Trust. When further information is available, finance committee to meet and agree on pay scales.
- Cllr Venn reported after looking into other Child Protection Policies that have been adopted by Parish Councils, they appear to have adopted the same policy that has been suggested by WDDC. Cllr Venn to review this Policy and circulate copy to other Councillors before next Council Meeting. As a person needs to be named as Child Protection Officer, the Clerk had volunteered to take on this role. Committee agreed.
- A meeting has been arranged between James Meadow of the National Trust and the Community Operations Committee for 9th July 2008.

6. Internal Auditor's Report: A report made by Mr Ian Wigglesworth has been distributed to all Councillors. Key points to make

- Standing Orders need to be reviewed annually. Currently on the Agenda for this meeting.
- Need to look at Risk Management and check any incidents reported are followed up. Weekly checks are made of the play equipment, as well as monthly and an annual check, which is currently carried out by Alvian Ltd. Confirm with Clerk that weekly and monthly checks are recorded.
- Check insurance cover on playground equipment is for the correct amount. Current Insurance Policy to be looked at by RFO.
- Was there the need to have 3 signatories on the account? Committee agreed this to stay as one of the signatories is the RFO.

Cllr Pett questioned as to whether our internal auditor had claimed any pay for time spent on Council affairs. Apparently no claim has been received for well over a year. The committee discussed this with Ian Wigglesworth and he said he would prefer to receive a fixed annual fee. He suggested that £50 per year would be a suitable figure as he feels the extra hours he obviously gives should be his contribution to the village. It was agreed that the committee would recommend that an Honorarium of £ 50 per year should be paid to our Auditor, this to be backdated to the date of the last payment.

7.10pm Member of the public and I Wigglesworth left the meeting.

7. Correspondence: No correspondence.

8. Review Insurance/Asset Register: RFO to go through Insurance Policy to check on level of cover, to assist with filling in of Asset Register. List of Assets are complete, but further work needed to assess values. RFO to check with Insurance company situation regarding less Liability cover required, if lease not renewed with National Trust.

9. Bank Accounts:

- Current Account £ 21917.51
- High Interest Account £ 1481.91
- Library £ 2952.98
- Playground £ 382.68
- £400.00 set aside in budget for playground, to be transferred into playground account, for development of next stage of equipment re: installation of basketball net.
Committee reviewed interest earned on bank accounts and subsequently agreed to open 2 business money manager accounts, with instant access earning 2.22%, 1 for the playground and the other for surplus funds. To enable funds to be transferred between accounts more effectively, agreed to set up online banking to be restricted solely to transfer between Parish Council Accounts.
- Copy of the quarterly forecast against the budget was presented.

10. Standing Orders: All councillors looked at Annexe C Finance and General Purposes Committee and Annexe E Responsible Financial Officer Standing orders. Agreed OK. Cllr Pett to raise any recommendations at the next Parish Council meeting.

11. Reading Room Bookings: Letter received from Mr I Green in reply to request from the Parish Council to list costs involved with setting up the booking. Agreed to send a reply, crediting the £20 Invoice from 27/03/08, Parish Council needs to make sure when agreeing to let the Reading Room for booking, access is maintained for key holders.

12. Audit Procedure: RFO to meet with Clerk Tuesday 24/06/08, to go through form, RFO to complete and liaise with Internal Auditor and have ready for next Parish Council meeting.

13. Grants: The budget had set aside £3,750
The Committee agreed the following should be given:

£1500 to St Mary's Church
£ 250 Canaries Football Club
£ 50 Retired & Senior Volunteer Group
£ 50 Bridport Citizen Advice Bureau

£1850

Agreed to retain £1000 if required towards the Library £ 750 towards possible donation to Village Hall new toilets, leaving £ 150 unused.

14. Broadmayne Charity: Cllr Batten agreed to go through file and look further into the original setting up of the charity.

15. A.O.B.

- The rent is due for the Post Office for the period July 1st 08 to September 31st 08 RFO to issue Invoice.

16. Date of Next Meeting: Wednesday 24th September 6.00pm, still to confirm date of meeting to discuss wages.

17. Democratic half hour: No members of the public present.