

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**
held in the School Room, URC, Chapel Lane, Fowlmere
Tuesday 16th April 2019 at 7.00 pm

Present:

Cllr L Wragg (Chair), Cllr P Burge, Cllr M Sunderland, Cllr M Vinton and Cllr D Roberts

Also in Attendance: Ms K Byrne (Clerk) Mrs D Woods and 13 members of the public

Actions

1 Apologies for Absence

There were apologies for absence from Cllr C Howe, Cllr T Bearpark, Cllr S Mulholland and Cllr P Collinson

2 Minutes of Previous Meeting / Matters Arising

The Finance Minutes of 12 February 2019 had been agreed, and signed and are incorporated into the PC minutes of 19 Feb 2019. Matters Arising – none.

3 Review of Income and Expenditure

Before the meeting the Clerk had circulated a spreadsheet showing a summary of the Budget for 2018-2019 vs expenditure to end of tax year. The PC reviewed the figures. The tax year ended with a slight surplus of £780, when the money spent on the Outdoor Gym Equipment is deducted (as this came from the S106 money taken from the Santander Savings account).

[Following the meeting, the Clerk was advised that the tax year ends on 31 March 2019 not 5 April 2019 and therefore the figures in the relevant spreadsheets were adjusted, including the 'Budget for 2018-2019 vs expenditure'. This meant that the tax year ended with a surplus of £1,7182, when the S106 money is deducted.]

4 Audit for Process

a) Review Risk Assessment, Code of Conduct, Asset Register, Standing Orders and Financial Regulations for Audit

The audit process is underway. The Clerk asked if when the records are submitted for internal audit that the process for handling payroll and pension payments could be reviewed by the internal auditor too. This was approved.

The Risk Assessment document has been updated by the clerk along with the Publication guide. The Asset Register has been updated with the new asset values taken from the recent Insurance policy. Clerk to check if the insurance replacement policy is new for old.

Clerk

Fowlmere PC's current Code of Conduct is out of date, Cllr Burge proposed that we move over to the NALC template, all agreed.

Clerk to circulate the updated Risk Assessment, Publication Guide, Code of Conduct and Asset Register to the PC for review.

Clerk

The model Standing Orders from NALC had been reviewed by Cllr Wragg. He highlighted several places where PC discussion was required, these were discussed and approved in the meeting. Cllr Wragg will update and circulate the document.

Cllr
Wragg

Fowlmere PC does not currently have a separate Financial Regulations document but Cllr Burge said that the NALC template is fit for purpose, with some points to complete; these were discussed and approved in the meeting. Cllr Burge will update and circulate the document.

Cllr
Burge

5 Trees, Grass, Hedges and General Purposes

a) Repairs to St Marys churchyard wall

Three quotes have been received for repairs to St Marys churchyard wall, one of which is provisional. The PC agreed that the Clerk should ask that contractor to meet with the PC to review the assumptions within his quote, then all quotes may be compared on the same basis. Clerk to ask the contractor for a more accurate quote and ask if he will meet with SCDC; also update the PCC on progress and say PC are still keen to arrange a meeting with them. Cllr Roberts to talk to SCDC.

Clerk
Cllr
Roberts

b) School grass cutting

Cllr Burge said that the amount donated to Fowlmere Primary school for grass cutting should go up each year by a small amount, not necessarily by the percentage increase in the precept. Clerk to find out how much it has increased by over the last few years.

Clerk

6 Future Projects

a) Opening the existing cemetery grounds into the new burial ground

The work approved at the previous PC meeting is underway; Hardys have completed the grave work, removed the tree stump and planted a new pine, and constructed compost bins. The rest of the agreed work will be done in due course.

b) Repairing safety flooring at the Village Hall

HAGS have accepted that the breaking up of the matting is a failure in their product and therefore falls under their warranty. They plan to repair it on Wed 17 April.

7 Other Matters

a) Insurance renewal

The insurance renewal policy premium is £1,008.59 The PC approved renewing the insurance with Zurich. Clerk to renew insurance with Zurich.

Clerk

b) Budget for Clerk training

Cllr Burge said that there is a strong case for keeping the clerk up to date with training. Clerk training to be additional to contracted hours.

c) Budget for new accounting software

New accounting software to be trialled in this tax year.

8 Date of Next Meeting

16th July 2019.

The meeting closed at 20:00.