

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at Newick Sports Pavilion, King George V Playing Field, Allington Road, Newick, on Tuesday 12th February 2019 at 7.50 p.m.

Present: Councillors: B. Horsfall (Chairman of this committee), I. Nesbitt, K. Wrench and M. Thew

In Attendance: Mrs. S. Berry (Clerk)

An audio recording was made of the meeting

1. **Apologies for Absence** – No apologies had been received.
2. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
3. **Questions or Statements by Members of the Public**
There were no questions or statements from members of the public.
4. **Review of Statement of Performance against budget as at end January 2019** – Owing to an error in the preparation of the agenda packs the statement of performance against budget had been omitted and was not available for consideration. It was noted that this document would be supplied to all members of the Council with the agenda for the Parish Council meeting on 26th February 2019.
5. **Risk and Management Controls** – Copies of the Council's Risk and Management Controls document, in which items requiring action had been highlighted, had been circulated prior to the meeting and individual items considered. It was confirmed that the quarterly bank reconciliation, calculation of salary and pension contributions had been carried out and had been checked. The Clerk confirmed that the quarterly VAT reclaim had been submitted and that payment had been received from HMRC.
6. **Policies and procedure to be reviewed**
It was agreed to recommend that the draft updated **Freedom of Information Scheme** should be adopted.

It was agreed to recommend that the draft updated **Policy for Retention of Parish Records** should be adopted.

It was agreed to recommend that **Village Hall Custodian Trustee Audit Plan** should remain unchanged. It was noted that the Village Hall Management Committee had confirmed that the document was satisfactory.

It was agreed to recommend that the **Internal Audit Plan** (Review of Book-Keeping and Review of Risk) supplied by the internal auditor should be approved.

The village handy person inspection sheets which formed part of the Council's **risk assessment record** had been brought to the meeting and were noted.

It was noted that the update of the **Emergency Plan** was still outstanding.

It was noted that the **IT Back-up procedure** had been updated in August 2018 and that all documents were now automatically saved to a Microsoft Onedrive account which meant that there was no longer a USB memory stick to be checked as part of the quarterly checking procedures. The Clerk was asked to ensure that the necessary passwords were disclosed to the Chairman of the Council so that documents could be accessed in the case of emergency. It was agreed that the **Business Continuity Plan** should be updated accordingly. **Action Clerk**

A draft updated copy of the **Financial Regulations** had been circulated prior to the meeting. It was agreed to recommend that this document should be approved at the Annual Meeting of the Parish Council in May 2019.

Cllr. Nesbitt left the meeting at 8.15 p.m.

A copy of the latest model **Standing Orders**, annotated to highlight differences with the Parish Council's current Standing Orders, had been circulated prior to the meeting. The various proposed amendments were considered and a draft to be presented to the Annual Meeting of the Parish Council in May was agreed.

7. **King George V Playing Field (KGVPF) Charitable Status** – The Clerk reported that she had taken advice on the financial aspects of the management of King George V Playing Field and that the status quo could be justified with the Parish Council acting as a local authority to use its powers to provide and manage recreation grounds and facilities. It was noted that the funds involved should not be double counted by being reported both on the Council's Annual Return and on a Charity Commission Annual Report. It was agreed to recommend that, in view of the possible future changes regarding the sports pavilion, no changes to procedure should be made at present.
8. **Items for the next agenda** – There were no items proposed for inclusion on the next agenda.

The Meeting Closed at 8.40 p.m.

Signed.....**Dated**.....

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