

## NEWICK PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE ABOVE-NAMED PARISH HELD ON TUESDAY, 8<sup>th</sup> January 2013 AT NEWICK SPORTS PAVILION ALLINGTON ROAD COMMENCING AT 7.05 P.M.

**PRESENT:** Cllrs. C. Jago (Chairman for this committee), J. Lucas, Mrs. M. Thew, and Mrs. S. Berry, Clerk for the Council.

1. **Apologies:** Cllr. R. Houghton
2. **Declarations of Interest:** There were no Declarations of Interest.
3. **Questions from the Public:** No members of the public were present.
4. **Review of Outturn as at end of December 2012:** Copies of the Outturn had been circulated. The Chairman went through the outturn and asked the Clerk to amend two dates which were incorrect. It was noted that the amount of £150 shown in receipts under the heading 'Computer equipment' related to cash back received in connection with the purchase of a new printer in October 2012. The Chairman pointed out that the surplus at the end of the year was likely to be greater than the £811 currently shown. This was because the Playing Fields and Tree Surgery budgets were currently underspent, although it was noted that a request had been made by the Council's Tree Warden for any surplus in the Tree Surgery budget to be carried forward to the following financial year. It was also noted that the National Insurance PC budget was likely to be underspent as National Insurance liability in respect of the new Clerk, Sue Berry was less than for the former Clerk, Linda Farmer. It was noted that the gratuity set aside for former Clerk, Linda Farmer, had not been paid following advice received from NALC, however, Mrs Farmer had written to advise the Chairman that she had contacted the Society of Local Council Clerks on this matter and that she understood that SLCC would be taking up her case. The Committee approved these figures and recommended that these be approved by Council.
5. **Update on Setting of Precept:** The Chairman reported that dispensations needed to be expressly sought and granted in order that Councillors might participate in debate and vote on the setting of the precept. It was agreed that all Councillors resident in Newick would be asked to sign a dispensation form in advance and dispensation would be granted at the start of the Parish Council Meeting on 29<sup>th</sup> January. This would enable the Council to formally agree the budget and set the precept.
6. **Consideration of proposed Policy for the use of mobile phones, smart phones, tablets and other electronic devices during all Newick Parish Council Meetings:**  
A draft policy on the use of mobile phones, smart phones, tablets and other electronic devices at Parish Council Meetings, which had been circulated in advance, was considered. It was agreed that this policy should be put forward for approval at the Parish Council meeting on 29<sup>th</sup> January. If approved, it would be included in the existing Standing Orders.
7. **Internal Audit Report:** It was noted that the Internal Auditor, Peter Frost, had carried out an Interim Review on 22<sup>nd</sup> November 2012 and that he had supplied a copy of his Audit Plan covering review of book-keeping and review of risk. The Internal Auditor had recommended that the agenda for meetings should include a reminder that Councillors declare any interest in matters under discussion and that any changes to the Councillors' original Declarations are raised as and when they occur. It was agreed that a reminder should be issued at the next Parish Council meeting that Councillors should declare any societies or committees with which they are involved.  
The Internal Auditor had also highlighted that the current level of insurance cover for Fidelity Guarantee (Employee Dishonesty) was inadequate and that a slight increase in cover might be appropriate. The Clerk had done some research which showed that bank balances in 2012 were consistently above the £100K level of the insurance cover. Came & Company had advised that in order to insure up to a level of £125K the premium would rise by £37.10, with a minimum pro rata additional premium of £25 to cover the period up to the renewal date of 1<sup>st</sup> October 2013. It was agreed that the insurance level should be increased to £125K and the Clerk was instructed to arrange for this to be done.

