

**MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
HELD ON MONDAY 14th JUNE 2010
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

PRESENT: Chairman, Cllr. I Skidmore and Councillors J Blackburn, S Butler, I Colpitts and B McKay

IN ATTENDANCE: A S Pack (Acting Parish Clerk)

APOLOGIES: Councillors C Hukin and P Neville

2010/014 ELECTION OF CHAIRMAN

It was proposed by Councillor Blackburn, seconded by Councillor Colpitts and

RESOLVED "that Councillor Ian Skidmore be elected Chairman for the 2010/2011 municipal year".

Unanimously agreed

2010/015 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

RESOLVED "that Councillor Peter Neville be elected Vice Chairman for the 2010/2011 municipal year.

Unanimously agreed.

2010/016 DECLARATION OF INTERESTS.

There were no Declarations of Interest.

2010/017 MINUTES OF THE MEETING HELD ON

RESOLVED "that the Minutes of the Finance Committee meeting held on the 15th February 2010 be approved and signed"

Unanimously Agreed

2010/018 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 15th FEBRUARY 2010.

There were no matters arising.

2010/019 TO RECOMMEND TO FULL COUNCIL THAT THE 2009/2010 STATEMENT OF ACCOUNTS BE APPROVED TO INCLUDE COMPLETION OF YEAR END ACCOUNTS AND FINANCIAL INFORMATION REQUIRED BY THE EXTERNAL AUDITOR

Detailed financial information for the year 2009/2010 was circulated with the Agenda as Appendix 1. This information included the following documentary information\;

- Final Accounts and Explanatory Forward
- Financial Information required by the External Auditor BDO Stoy Hayward.

It was proposed by Councillor Skidmore, seconded by Councillor Butler and

RESOLVED TO RECOMMEND “that Full Council approves the statement of accounts for Welwyn Parish Council as detailed in Section 1 of the Annual Return for the year ended 31st March 2010”.

Unanimously agreed

It was proposed by Councillor Skidmore, seconded by Councillor Blackburn and

RESOLVED TO RECOMMEND “that Full Council approves the Annual Governance statement for Welwyn Parish Council as detailed in Section 2 of the Annual return for the year ended 31st March 2010”.

Unanimously agreed.

It was proposed by Councillor Skidmore, seconded by Councillor Blackburn and

RESOLVED TO RECOMMEND “that Full Council confirms that the information contained in the Intermediate Audit Questionnaire for the year ended 31st March 2010 is correct”.

Unanimously agreed.

It was proposed by Councillor Skidmore, seconded by Councillor Blackburn and

RESOLVED “that

- a) the Income and Expenditure Accounts at 31st March 2010 be approved
- b) the Balance Sheet at 31st March 2010 be approved
- c) the Bank Cash and Investment Reconciliation Statement at 31st March be approved”.

Unanimously agreed.

**2010/020
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INTERNAL AUDIT

- 1 The Council’s internal auditors Auditing Solutions Ltd programme (scope) to examine in detail the Councils internal procedures to include
 - Corporate Governance,
 - accounting procedures
 - asset and management of risks
 - Precept determination and budget control
 - income control systems,
 - salaries, asset registers,
 - bank reconciliations
 - Financial statements.

The internal audit programme was adopted by Full Council on the 25th January 2010.

- 2 The Internal Audit Report 2009-2010 (First Interim) was approved by Full Council on the 25th January 2010.
- 3 A second Internal Audit Report was approved by Full Council on the 29th March 2010.
- 4 The final Internal Audit Report for the year 2009/2010 was circulated with the Agenda as Appendix 2
- 5 The Clerk’s response to the Internal Audit Reports was tabled and is attached as

APPENDIX 1

It was proposed by Councillor Skidmore, seconded by Councillor Butler and

RESOLVED TO RECOMMEND “that

- a) Full Council approves the Final Internal Audit Report for the year ended 31st March 2010 from Auditing Solutions Ltd
- b) Full Council approves the Clerk’s response to the Internal Audit Reports”.

Unanimously agreed

The Committee gave a vote of thanks to the Chairman Councillor Skidmore and the Clerk

2010/021

ACCOUNTS 1ST APRIL – 30TH APRIL 2010

1. The Bank Cash and Investment Reconciliation for the period 1st April – 30th April 2010 was circulated with the Agenda as Appendix 3

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

RESOLVED “that the Bank, Cash and Investment Reconciliation for the period 1st April – 30th April 2010 be agreed”.

Unanimously agreed

2. Detailed Income and Expenditure Accounts for the period 1st April – 30th April 2010 including the budget for 2010/2011 and expenditure and income to date was circulated with the Agenda as Appendix 4

The Chairman reviewed the Income and Expenditure Accounts and answered all questions raised. The Clerk to investigate whether a note can be included to explain items of expenditure which cover periods of more than one month.

Clarification was requested on expenditure of £ 821 incurred on the Allotment site. This is the replacement of fencing following the cutting of the Leylandii hedge and the removal of a limb from the pear tree on the boundary of the allotment site with the public house. This expenditure was agreed by the Leisure Facilities and Open Spaces Committee.

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

RESOLVED “that the detailed income and expenditure accounts for the month of April 2010 be approved”.

Unanimously agreed.

3. A Summary of Income and Expenditure 1st April – 30th April 2010 was circulated with the Agenda as Appendix 5.

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

RESOLVED “that the Summary of Income and Expenditure 1st April 2009 – 30th April 2010 be circulated via email to all Councillors”.

Unanimously agreed.

4. The List of Income and Expenditure incurred 1st February – 30th April 2010 was circulated with the Agenda as Appendix 6

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

RESOLVED “that the Income and Expenditure incurred 1st February – 30th April 2010 be approved”.

Unanimously agreed.

2010/022 CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 8.31pm

Signed:.....

Chairman of the Finance Committee.

Date: 20th September 2010