

**MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
HELD ON MONDAY 15th FEBRUARY 2010
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

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

IN ATTENDANCE: A S Pack (Acting Parish Clerk)

APOLOGIES: Councillors I Colpitts and C Hukin.

2010/001 DECLARATION OF INTERESTS.

There were no Declarations of Interest.

2010/002 MINUTES OF THE MEETING HELD ON 23rd NOVEMBER 2009

RESOLVED "that the Minutes of the Finance Committee meeting held on the 23rd November 2009 be approved and signed"

Unanimously Agreed

2010/003 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 23rd NOVEMBER 2009

There were no matters arising.

2010/004 INTERNAL AUDIT

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.

Details circulated with the Agenda as Appendix 1

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

The Internal Audit Report 2009-2010 (First Interim) was circulated with the Agenda as Appendix 2.

The Internal Audit report was adopted by Full Council on the 25th January 2010.

A second Internal Audit is to be undertaken prior to the year end audit, dates to be advised.

2010/005 ACCOUNTS 1ST APRIL – 31ST JANUARY 2010

1. The Bank Cash and Investment Reconciliation for the period 1st April 2009 – 31st January 2010 was circulated with the Agenda as Appendix 3

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

RESOLVED “that the Bank, Cash and Investment Reconciliation for the period 1st April 2009 – 31st January 2010 be agreed”.

Unanimously agreed

2. Detailed Income and Expenditure Accounts for the period 1st April – 31st January 2010, including the budget for 2009/2010 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 Acting Clerk advised that a gas bill covering the December 2007 to November 2009 for the sum of £ 3,604.78 had been received. This was for gas consumption at the Whitehill Centre which had been given the title ‘Tewin Water’ and had not been paid by the former Clerk. Upon investigation, however the meter number was correct as the Whitehill Centre, with the incorrect address on the bills.

Following discussion it was agreed any items of income under £ 100 be put under Miscellaneous Income in future.

3. A Summary of Income and Expenditure 1st April – 31st January 2010 was circulated with the Agenda as Appendix 5. The budgeted income from hall hire at the Civic Centre is considerably less than expected. The Acting Clerk advised bookings were lost when the charges were increased for the 2009/2010 year. The Acting Clerk to research this matter and include a report with the Minutes.

Report on loss of Income for the Civic Centre 2009/2010

APPENDIX 1

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

RESOLVED “that the Summary of Income and Expenditure 1st April 2009 – 31st January 2010 be circulated via email to all Councillors”.

Unanimously agreed.

4. The List of Income and Expenditure incurred 1st November 2009 – 31st January 2010. was circulated with the Agenda as Appendix 6

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

RESOLVED “that the Income and Expenditure incurred 1st November 2009 – 31st January 2010 be approved”.

Unanimously agreed.

5. A draft of the Welwyn Parish Council’s Council Tax Leaflet was circulated with the Agenda as Appendix 7. The following corrections were made

LISTENING AND INFORMING

Second line change PC to PH

COMMUNITY USE FACILITIES

Second line delete spaces in the word ‘during’.

Forth line from the bottom delete full stop after 2010, add a comma and change the F of firstly to lower case.

The following additions were agreed:

DIGSWELL PLAYING FIELD

The Council have discussed the future of Digswell Playing fields with Welwyn Hatfield Borough Council and the local community are working with Finesse Leisure Partnership to improve the area.

CHILDREN’S PLAY AREA IN OAKLANDS

The Council have investigated several sites for a children's play area however have been unable to identify a suitable area of land. If anyone has any information about a suitable piece of land please contact the Council on T 01438 716667.

Amended Council Tax Leaflet attached as

APPENDIX 2

2010/006 FINANCIAL REGULATIONS

The Financial Regulations were reviewed by the Chairman, Councillor Skidmore and the Acting Clerk and a draft was circulated with the Agenda as Appendix 8.

The following alterations were agreed:-

- 6.1 Change accepted to excepted.
- 11.4 Delete 'of'

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

RESOLVED "that the amended Financial Regulations be adopted".

Unanimously agreed.

2010/007 STANDING ORDERS RELATING TO CONTRACTS

Standing Orders Relating to Contracts were reviewed by the Chairman, Councillor Skidmore and the Acting Clerk and a draft was circulated with the Agenda as Appendix 9.

Following discussion it was proposed by Councillor Skidmore, seconded by Councillor Neville and

RESOLVED "that the Standing Orders relating to contracts be adopted".

Unanimously agreed.

2010/008 REVIEW OF THE COUNCILS FINANCIAL RISK ASSESSMENT

The Financial Risk Assessment was reviewed by the Chairman, Councillor Skidmore and the Acting Clerk and a draft was circulated with the Agenda as Appendix 10.

The following amendment was agreed:-

3 DIRECT DEBITS (a). after Bank statement add 'and confirmed as reasonable'.

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

RESOLVED "that the amended Financial Risk Assessment be adopted".

Unanimously agreed.

2010/009 REVIEW OF THE COUNCIL'S RISK ASSESSMENT SCHEDULE

The Council's Risk Assessment Schedule was reviewed by the Chairman, Councillor Skidmore and the Acting Clerk and a draft marked copy circulated as Appendix 11
A clean copy was circulated as Appendix 12.

The following amendments were agreed:-

- Council Stability – under 'Risk(s) Identified, on the second line delete 'an'
- Precept - under Risk(s) Identified delete 'Adequacy of' add 'Precept not adequate'
- Assistance to Local Groups – under Risk(s) Identified add 'Fraudulent Applications'
Risk L
- Grants receivable – delete entire entry.
- Charges-rentals receivable – add 'low risk'. Management /control of risk. Correct spelling of 'Hiring'

- Best Value and Accountability- under Management/Control of Risk. First line delete's' from sets. Overspend on services. Last line delete 'to' and replace with 'the'
- VAT – under Management /Control of Risk. First line replace 'in' with 'for'. Under Review/Revise Add 'Advice taken periodically'. Action delete 'Clerk and Chairman of Finance'
- Annual Return and External Audit- under Management/Control of Risk. First line. Second work change to 'is'. Second line correct spelling of 'by'. Last line correct spelling of 'components'.
- Employees- under Action taken by staff, Management/Control of Risk, third line replace 'the Clerks' with 'their'
- Council Records-Paper- replace 'fire proof' with 'fire resistant'

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

RESOLVED "that the amended Risk Assessment Schedule detailed in Appendix 2 be adopted".

Unanimously agreed.

A Policy to be drawn up regarding applying for Grant Aid towards projects.

2010/010 SPECIAL EXPENSES 2010-2011

An analysis of Welwyn Hatfield Borough Council's expenditure designated to Special Expenses was circulated with the Agenda as Appendix 13

At the Full Council meeting held on the 25th January 2010 the following comments were made:

'Concern was expressed that for Digswell Playing Fields, a departmental overhead of £ 4,570 had been charged for the 2010/2011 year. This represents a 71% increase in expenditure. As this had not been charged in previous years, and no employees of the Welwyn Hatfield Borough Council (WHBC) are involved in the delivery of this service, the Acting Clerk to request clarification on this charge. The Handside site in Welwyn Garden City had incurred no special expense charge for 2010/2011 however the previous year £ 22,500 had been charged to this cost centre. Clarification to be sought on this point also'.

Response awaited.

2010/011 WELWYN PARISH COUNCIL INSURANCE REQUIREMENTS 2010.2011

Welwyn Parish Council entered into a three year agreements with Allianz Insurance Company which was due to expire 31st March 2012. However as they broke the terms of the agreement, the Parish Council can obtain competitive quotations for the 2010/2011 year.

Three companies were requested to submit a quotation to provide insurance April 2010 – 31st March 2011

1. Allianz Insurance Company. Cover is with AON, Annual Premium £ 10,528.16. Details were circulated with the Agenda as Appendix 14
2. Zurich and Municipal Insurance Company. Cover is with Tennyson Insurance Annual Premium £ 7, 914. Details were circulated with the Agenda as Appendix 15.
3. Came and Company Parish Council Insurance. Cover is with Aviva Annual Premium £ 7,360.10. Or with a 3 year long term agreement Annual Premium £ 6,992.09. Details circulated with the Agenda as Appendix 16.

Following discussion it was proposed by Councillor Skidmore, seconded by Councillor Blackburn and

RESOLVED “that the quotation from Came and Company Parish Council Insurance, cover provided by Aviva for a three year period 1st April 2010 – 31st March 2013 for an annual cost of £ 6,992.09 be accepted”.

Unanimously agreed.

EXEMPT BUSINESS

Under Section 100A (4) of the Local Government Act 1972 for the following item on the Agenda, the Chairman at this point excluded the public and accredited representatives of newspapers on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

2010/012 MINUTES OF THE FINANCE COMMITTEE MEETING (EXCEPT BUSINESS) HELD ON THE 23RD NOVEMBER 2009.

RESOLVED “that the Minutes of the Finance Committee meeting (Exempt Business) held on the 23rd November 2009 be approved and signed”

Unanimously Agreed

2010/013 CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 9.03pm

Signed:.....

Chairman of the Finance Committee.

Date: 17th May 2010

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