

**MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
HELD ON MONDAY 16th NOVEMBER 2009
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

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

IN ATTENDANCE: A S Pack (Acting Parish Clerk)

APOLOGIES: Councillors C Hukin and P Neville

2009/033 DECLARATION OF INTERESTS.

There were no Declarations of Interest.

2009/034 MINUTES OF THE MEETING HELD ON 21st September 2009

RESOLVED "that the Minutes of the Finance Committee meeting held on the 21st September 2009 be approved and signed"

Unanimously Agreed

2009/035 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 21st SEPTEMBER 2009

There were no matters arising.

2009/036 BDO STOY HAYWARD – EXTERNAL AUDITOR

The Completion of Audit Report was circulated with the Agenda as Appendix 1
The Acting Clerk advised that (except for the matter listed as (a) below), on the basis of the review of the Councils Financial statement and accompanying paperwork, in BDO Stoy Hayward's opinion the information contained in the annual return is in accordance with the Audit Commissions requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- (a) Internal Audit. BDO Stoy Hayward advised that the Council had failed to adequately review the effectiveness of the internal audit.

The Acting Clerk advised that the external auditor required the Council to ensure the qualification of the Internal Auditor was sufficient to adequately review a Council the size of Welwyn Parish Council. Following research of the provision of Internal Auditors, a professional Company called Auditing Solutions Ltd who are widely used, are to provide a quotation to perform the Internal Audit for the 2009-2010 year.

Guidance notes from BDO Stoy Hayward and RBS Accounting Solutions were circulated with the Agenda as Appendix 3 and 4.

- (b) Fixed Assets. BDO Stoy Hayward does not believe that the Council has adequately recorded the total value of all assets under its control in the Annual Return.

The Acting Clerk advised that a review of the Councils fixed asset register is to be undertaken. A report will be made to the Finance Committee in due course.

2009/037 ACCOUNTS 1ST APRIL – 31ST OCTOBER 2009

1. The Bank Cash and Investment Reconciliation for the period 1st April – 31ST October

2009 were circulated with the Agenda as Appendix 5

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

RESOLVED “that the Bank Cash and Investment Reconciliation for the period 1st April – 31st October 2009 be circulated to all Councillors”.

Unanimously agreed

2. A revised Income and Expenditure Accounts 1st April – 31st October 2009 to include the budget for 2009/2010 and income and expenditure to date was tabled and is attached as
APPENDIX 1

The Chairman reviewed the Income and Expenditure Accounts and answered all questions raised. The Acting Clerk advised the ground rent for the Bowls Club is being reviewed at the moment and a report will be made at the Finance Meeting being held in February 2010. The Sports and Social Club Rent Review is due in March 2010 and the Tennis Club Rent Review is due in April 2012.

3. A revised Summary of Income and Expenditure 1st April – 31st October 2009 was tabled and is attached as
APPENDIX 2

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

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

Unanimously Agreed

The Chairman advised the unbudgeted expenditure on IT Consumables and Support related to the purchase of a new accounting package and the support and training given by RBS Software Ltd in resolving issues relating to the 2008-09 year, closing the accounts, completing the year end routine and opening up the 2009-2010 year in the new accounting package.

The Acting Clerk was asked to change all zero balances to nil where possible.

4. A list of Income and Payments incurred in September and Payments made in October 2009 were circulated with the Agenda as Appendix 8. The list of Income incurred in October was tabled and is attached as
APPENDIX 3

The list of Income and Payments is circulated to all Councillors on a monthly basis.

2009/038

DRAFT BUDGET 2010-2011

1. The Tax Base for 2010-2011 is 4,236.3. Details were circulated with the Agenda as Appendix 9
The Acting Clerk advised that the tax base for 2010-2011 was lower than the previous year as Welwyn Hatfield Borough Council (WHBC) had based next years figures on a 98% collection rate rather than 98.2%, the collection rate used in previous years.
2. A revised Draft Budget for 2010-2011 was tabled to include
 - Budget 2009-2010
 - Expenditure and Income to 31st October 2009
 - Forecast to the 31st March 2010
 - Draft budget 2010-2011**APPENDIX 4**

Following discussion it was agreed to delete the additional Caretaker/Groundsman post from

the 2010-2011 budget and to monitor the situation over the year. It was agreed also that an Assistant Clerk is required however to reduce the hours from 25 to 15 per week and to monitor this post over the coming financial year.

The budget of £ 4,000 to demolish the waiting room to be moved to a future year's budget. The revised budget for the 2010-2011 year is attached as

APPENDIX 5

The Precept requirements for 2010-2011 are **£ 283,788**. This includes part funding of a PCSO, £ 14,250 per annum.

Councillor Skidmore thought consideration should be given to closing the Public Toilets which would reduce the 2010-2011 budgets by £ 8,980.

Investigations into a Public Works Loan Board (PWLB) application for the renovation of the Civic Centre, the Whitehill Centre, the Pavilion and play equipment is being undertaken.

2009/039 FINANCIAL REGULATIONS

The Chairman advised that he and the Acting Clerk would review the Financial Regulations to ensure recent changes had been included and that only the relevant sections of the Model Financial Regulations issued by the National Association of Local Council's (NALC) are included.

A revised draft of the Financial Regulations to be included on the Agenda of the next Finance Committee meeting.

2009/040 CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 9.06pm

Signed:.....

Chairman of the Finance Committee.

Date: 23rd November 2009