

**MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
HELD ON MONDAY 21st SEPTEMBER 2009
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

PRESENT: Chairman, Cllr. I Skidmore, Cllrs P Neville, S Butler and I Colpitts

IN ATTENDANCE: A S Pack (Acting Parish Clerk)

APOLOGIES: Councillors J Blackburn, C Hukin and B McKay

2009/026 DECLARATION OF INTERESTS.

There were no Declarations of Interest.

2009/027 MINUTES OF THE MEETING HELD ON 20th JULY 2009

RESOLVED "that the Minutes of the Finance Committee meeting held on the 20th July 2009 be approved and signed"

Unanimously Agreed

2009/028 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 20TH JULY 2009

Minute No 2009/020. Internal Audit. Following discussion it was proposed by the Chairman, seconded by Councillor Neville and

RESOLVED" that the following fee be paid to the Internal Auditor,

a) End of year Internal Audit £ 450

b) Interim Internal Audit £ 250

Total Internal Audit Fee per annum = £ 700.00".

Unanimously agreed

2009/029 BDO STOY HAYWARD – EXTERNAL AUDITOR

The External Auditor requested the Council complete an Intermediate Audit Questionnaire as their income or expenditure is greater than £ 200,000 last year.

The Completed Intermediate Audit Questionnaire was circulated with the Agenda as Appendix 1. The Chairman reviewed the documents and answered all questions raised.

It was proposed by the Chairman, seconded by Councillor Butler and

RESOLVED "that the completed Intermediate audit questionnaire be approved".

Unanimously agreed.

Amendments to the Annual Return for the year ended 31st March 2009 were circulated with the Agenda as Appendix 2. The Acting Clerk had initialed the requested changes which were the inclusion of Not Applicable (N/A) on Page 2 No 11. Confirmation that the Annual Return was approved by the Council and recorded

as minute on Page 3, No 2009/089, dated 29th June 2009. That the Annual Governance Statement was approved by the Council and recorded as minute reference No 2009/089 on the 29th June 2009.

Following a review of the documentation, it was agreed that the Risk Register would be examined during this financial year and a report presented to the Finance Committee.

It was proposed by the Chairman, seconded by Councillor Colpitts and

RESOLVED "that the amended Annual return for the year ended 31st March 2009, with the amendments initialed by the Acting Clerk, be agreed".

Unanimously agreed.

2009/030 ACCOUNTS 1ST APRIL – 31ST AUGUST 2009

1. The Bank Reconciliation for the Current and Premier for the period 1st April – 31ST August 2009 were circulated with the Agenda as Appendix

The Bank Reconciliation for the Business Reserve Account is attached as

APPENDIX 1

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

APPENDIX 2

The Chairman reviewed the Income and Expenditure Accounts and answered all questions raised. The Acting Clerk to investigate when the ground rent review dates are for the Bowls Club, Tennis Club and the Sports and Social Club.

3. A Summary of Income and Expenditure 1st April – 30th August 2009 was circulated with the Agenda as Appendix 5. Following discussion it was agreed that this document would be circulated via email to all Councillors following each Finance Committee meeting.
4. A list of Income and Payments incurred in August 2009 was circulated with the Agenda as Appendix 6. It was agreed that a list of Income and Payments made in the previous month would be circulated to all Councillors on a monthly basis.

2009/031 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.

2009/032 CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 8.11pm.

Signed:.....

Chairman of the Finance Committee.

Date: 16th November 2009