

**MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
HELD ON MONDAY 21ST February 2011
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

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

IN ATTENDANCE: A S Pack (Clerk to the Council)

APOLOGIES: Councillor I Colpitts and C Hukin.

2011/001 DECLARATION OF INTEREST.
There were no Declarations of Interest.

2011/002 MINUTES OF THE MEETING HELD ON 8TH NOVEMBER 2010

RESOLVED "that the Minutes of the Finance Committee meeting held on the 8TH November 2010 be approved and signed"

Unanimously Agreed

2011/003 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 8TH NOVEMBER 2010.

There were no matters arising.

2011/004 INTERNAL AUDIT 1ST APRIL 2010 - 2011-01-30

The first interim Internal Audit was undertaken on the 29th October 2010. The full report was circulated with the Agenda as Appendix 1.

The Clerk's response to issues raised in the report was circulated with the Agenda as Appendix 2.

Following discussion it was agreed that ear marked reserves would be identified in the accounts and that receipts which can only be used for capital projects be identified in the accounts also. Detailed below in (7.6)

It was agreed that following the Parish Council elections in May 2011, a rolling four year Financial Forward Plan would be produced. The aim of the Financial Four Year Forward Plan would be to enable the Council to plan how they would fund projects and manage their financial affairs over the longer term. This item to be placed on the first Finance Committee meeting following the May 2011 Parish Council elections

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

RESOLVED "that the first interim Internal audit report and the Clerk's response to the first Internal Audit Report be accepted".

Unanimously agreed.

2011/005 2009.2010 AUDIT REPORT

The HM Revenue and Customs Employment Status Indicator Report circulated with the Agenda as Appendix 3 was noted.

ACCOUNTS 1ST APRIL – 31ST January 2011

1. The Bank Cash and Investment Reconciliation was circulated with the Agenda as Appendix 4
2. Income and Expenditure 1st April –31st January 2011. Report, to include the budget for 2010.2011, expenditure and income to date, was circulated with the Agenda as Appendix 5. In answer to questions raised:
 - The cost of erection and dismantling Christmas lighting in the village in 2011/2012 is £ 4,555 plus VAT
 - Civic Centre – Equipment Purchases. Details attached as **APPENDIX 1**
3. The Summary of Income and Expenditure 1st April – 31st January 2011. Report was circulated with the Agenda as Appendix 6
4. A List of Income and Expenditure incurred 1st November 2010 – 31st January 2011 was circulated with the Agenda as Appendix 7

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

RESOLVED “that the

1. Bank Cash and Investment Reconciliation
2. Income and Expenditure 1st April –31st January 2011. Report, to include the budget for 2010.2011, expenditure and income to date
3. The Summary of Income and Expenditure 1st April – 31st January 2011 Report
4. The List of Income and Expenditure incurred 1st November 2010 – 31st January 2011 Be approved.

Unanimously agreed.

The Leisure Facilities and Open Spaces Committee to be requested to investigate installing Artwork in the Civic Centre

5. Welwyn Parish Council Tax Leaflet as agreed by Full council was circulated with the Agenda as Appendix 8a.
6. Ear marked Reserves.

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

RESOLVED “that the following ear marked reserves be put in place for use during 2011.2012:-

1. From the Public Works Loan Board (PWLB) remainder of Loan drawn down in 2010.2011 = £ 69,882
As detailed in Appendix 6 above this amount has been earmarked for the following projects:
 - Contribution to new Playground equipment
 - Refurbishment of Ottway Walk Car Park
 - Refurbishment of Pavilion
 - Employment of Assistant Clerk
2. Capital Project Budget Ear marked Reserve £ 417,337
3. Capital Projects to be undertaken in 2011/2012 funded from the Capital Project Budget Ear Marked Reserve:
 - Part fund PCSO £ 14,250
 - Play Equipment Ottway Walk £ 23,878
 - Replace notice boards £ 5,900
 - Demolish Waiting Room/Cemetery £ 4,000
 - Refurbish War Memorials £ 4,890
 - Total **£ 52,918**

4. Donation received in 2010/2011. Ear marked in reserves for use in 2011/2012
- Play Equipment Ottway Walk Donation £ 2,500".

Unanimously agreed.

2011/007

FINANCIAL REGULATIONS

The Financial Regulations were reviewed by the Chairman, Councillor Skidmore and the Clerk. A Draft was circulated with the Agenda as Appendix 9
Amendments marked in red were agreed. Amended copy attached as **APPENDIX 2**

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

RESOLVED "that the Financial Regulations as amended, detailed in Appendix 2 be adopted".

Unanimously agreed.

2011/008

STANDING ORDERS RELATING TO CONTRACTS

Standing Orders Relating to Contracts were reviewed by the Chairman, Councillor Skidmore and the Clerk and a draft circulated with the Agenda as Appendix 10. Two spelling mistakes were corrected.

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

RESOLVED "that Standing Orders in relation to contract as detailed in Appendix 10 of the Agenda be adopted".

Unanimously agreed.

2011/009

REVIEW OF THE COUNCILS FINANCIAL RISK ASSESSMENT

The Financial Risk Assessment was reviewed by the Chairman, Councillor Skidmore and the Acting Clerk. A draft was circulated with the Agenda as Appendix 11

The following changes were agreed:

- 1e add' No Councillor may sign a cheque if he/she is the beneficiary'
2. After the risks are acceptable add 'no card is currently issued'.

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

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

Unanimously agreed.

2011/010

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. Draft circulated with the Agenda as 12.

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

RESOLVED "that the Council's Risk Assessment Schedule, as detailed in Appendix 12 of the Agenda be adopted".

Unanimously agreed.

2011/011

SPECIAL EXPENSES 2011.2012

Special Expenses levied on Welwyn Parish Council by WHBC for the 2011/2012 year were circulated with the Agenda as Appendix 13.

The Chairman of the Finance Committee, Councillor I Skidmore was congratulated on removing over £ 4,000 of overhead charges from Special Expenses.

The Leisure Facilities and Open Spaces Committee are investigating the long term Special Expenses on Local Nature Reserves within the parish.

WHBC to be requested to consider Children's Play areas in Special Expenses as Welwyn Parish Council provide this facility in the parish.

2011/012

WELWYN PARISH COUNCIL INSURANCE REQUIREMENTS 2011.012

Welwyn Parish Council have entered into a three year agreements with Came and Company Parish Council, Insurance cover is with Aviva. The Insurance cover agreement is from. 1st April 2010 – 31st March 2013. The Premium for 1st April 2011 – 31st March 2012 is to be advised following the submission of the revised Asset Register.

2011/013

VALUE ADDED TAX (VAT)

To ensure the Council were able to claim back VAT using the VAT Refund Scheme as provided for in section 33, VAT Act 1994 ("section 33") VAT Support and Solutions were employed to investigate the Council's activities. Report circulated with the Agenda as Appendix 14.

VAT Support and Solutions are to re-calculate the Council's Partial Exemption status, once the year end figures are available to ensure the Council is either

- Less than 5% of the total VAT recovered in the same financial year: or
- £ 7,500 per financial year, whichever is the higher.

2011/014

ASSET REGISTER

An updated asset register for all Council owned property to include buildings and contents was circulated with the Agenda as Appendix 15. A further revised copy was tabled and is attached as **APPENDIX 3**

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2011/015

INVESTMENT STRATEGY

A Report was circulated with the Agenda as Appendix 16.

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

RESOLVED "that £ 200,000 be deposited, for a one year period, at an annual interest rate of 2.53%, with Harpenden Building Society".

**Vote: 4 in favour
1 abstention
The motion was carried.**

2011/016

CLOSE OF MEETING.

The Chairman thanked everyone for attending and closed the meeting at 9.05pm.

Signed.....Chairman of the Finance Committee