

**MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
HELD ON MONDAY 8th NOVEMBER 2010
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

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

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

APOLOGIES: Councillors J Blackburn, and C Hukin.

2010/032 DECLARATION OF INTEREST.
There were no Declarations of Interest.

2010/033 MINUTES OF THE MEETING HELD ON 20th SEPTEMBER 2010.

RESOLVED "that the Minutes of the Finance Committee meeting held on the 20th September 2010 be approved and signed"

Unanimously Agreed

2010/034 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 20TH SEPTEMBER 2010.

Minute Number 2010/026. The Clerk advised the Inland Revenue had confirmed the status of the contractor was self employed and a status report has been completed.

Minute Number 2010/028. An electrical inspection of the wiring in the area of the Civic Centre leased to the HCC Library service had concluded that substantial work was required. HCC have been informed and are investigating this matter with a view to completing the works with their own contractors. The Clinic to be advised that there is loose wiring at the entrance to the area in the Civic Centre they lease.

2010/035 INTERNAL AUDIT 1ST APRIL 2010 – 31ST MARCH 2011

In compliance with the requirement to appoint an independent Internal Auditor, Auditing Solutions Ltd have been appointed to conduct the 2010.2011 Internal Audit of the effectiveness of the Council's systems of internal control and of its accounting records, as agreed by the Finance Committee. The Independent Internal Auditing Company to take account of corporate risk and to meet the Council's governance assurance needs. Appointment details were circulated with the Agenda of the Finance Committee meeting held on the 20th September 2010.

Details of the following were circulated with the Agenda of the Finance Meeting held on the 20th September 2010, agreed and minuted as Minute number 2010/027

- **Scope of Internal Audit**
- **Independence**
- **Competence**
- **Relationships**
- **Audit Planning and Reporting**

The Interim Internal Audit scheduled to take place on the 11th October 2010 was cancelled by Auditing Solutions due to ill health. The Interim Internal Audit was re-scheduled and took place on the 29th October 2010. A report to be included with the next Full Council Agenda.

2010/036 ACCOUNTS 1ST APRIL – 31ST OCTOBER 2010.

1. Bank Cash and Investment Reconciliation was circulated with the Agenda as Appendix 1
2. Income and Expenditure 1st April –31st October 2010 Report, to include the budget for 2010.2011, expenditure and income to date, was circulated with the Agenda as Appendix 2
3. The Summary of Income and Expenditure 1st April – 31^s October 2010 Report was circulated with the Agenda as Appendix 3
4. A List of Income and Expenditure incurred 1st September – 31st October 2010 was circulated with the Agenda as Appendix 4

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

RESOLVED “that the

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

Unanimously agreed.

2010/037

DRAFT BUDGET 2011.2012

1. A Preamble to the Draft Budget was circulated with the Agenda as Appendix 5
2. The Draft Budget for the financial year 1st April 2011 – 31st March 2012 was circulated with the Agenda as Appendix 6

The Chairman, Councillor Skidmore advised the proposed draft budget showing an increase in Precept of 2.5% is a very lean but workable budget. The proposed draft budget is the fifth look at the budget, as detailed in Appendix 5, and several cuts have been made to achieve this small increase which is below inflation. The increase per ‘D’ band property would therefore be £ 1.71 per year or 32pence per week.

It was agreed the following changes to be made to the presentation of the accounts:

- Revenue from the sale of Spindlebury Cottage to detailed as funding for Capital Expenditure
- Separate Cemetery/ Church into two separate budget heads.
- List as a footnote outstanding projects to be funded from the PWLB loan.
- Budget head 202 Cemetery/Church delete ‘Projects Waiting Room’.

INVESTMENT

Following discussion it was agreed that £ 200,000 be invested in a higher interest account, leaving sufficient funds to operate during the next financial year. The Clerk to investigate this, in consultation with the Chairman of Finance.

CIVIC CENTRE

Councillor Skidmore advised a meeting had been held with WHBC and a full report would be made to Full Council.

PARISH CENTRE

It was agreed that interim maintenance of the Parish Centre be undertaken until the long term future of the office is established. A condition survey to be undertaken to include the refurbishment of the notice board outside the Parish Centre.

CHRISTMAS LIGHTING OF THE VILLAGE

Quotations to be obtained to erect Christmas lighting across the High street, in compliance with height restrictions etc.

PUBLIC TOILETS

Should alternative toilets suitable for public use be found in the village, it was recommended that the existing toilets in Lockleys Drive be demolished to save on Council Tax expenditure until the future of this site is established.

To be proposed by the Chairman, Councillor Skidmore, seconded by the Vice Chairman, Councillor Neville and

RESOLVED TO RECOMMEND “that the draft budget, as amended, showing a Precept of **£ 294,772** for the 2011.2012 financial year, be agreed by Full Council

Unanimously agreed.

It was agreed a vote of thanks be recorded to the Chairman, Councillor Skidmore and the Clerk for their hard work preparing the budget for 2011.2012.

2010/038 FINANCIAL REGULATIONS

To be reviewed by the Chairman and the Clerk and a report to be made at the next meeting.

2010/039 CLOSE OF MEETING.

The Chairman thanked everyone for attending and closed the meeting at 9.20pm

Signed.....Chairman of the Finance Committee