

**A MEETING OF
THE FINANCE COMMITTEE
To Be Held In The Parish Centre, Lockleys Drive. Welwyn.
ON Monday 15th FEBRUARY 2010
COMMENCING AT 7.30 PM**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF INTEREST**
- 3. MINUTES OF THE MEETING HELD ON THE 23RD NOVEMBER 2009**
- 4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 23RD NOVEMBER 2009**
- 5. INTERNAL AUDIT 1ST APRIL 2009 – 31ST MARCH 2010**
 - 5.1.** 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.

APPENDIX 1

The internal audit programme was adopted by Full Council on the 25th January 2010.
 - 5.2.** Internal Audit Report 2009-2010 (First Interim) attached as **APPENDIX 2**
 - 5.3.** A second Internal Audit is to be undertaken prior to the year end audit, dates to be advised.
- 6. ACCOUNTS 1ST APRIL – 31ST January 2010**
 - 6.1** Bank Cash and Investment Reconciliation **APPENDIX 3**
 - 6.2** Income and Expenditure 1st April –31st January 2010.
To include budget for 2009/2010, expenditure and income to date. **APPENDIX 4**
 - 6.3** Summary of Income and Expenditure 1st April – 31st January 2010 **APPENDIX 5**
 - 6.4** List of Income and Expenditure incurred 1st November 2009– 31st January 2010. **APPENDIX 6**
 - 6.5** Welwyn Parish Council's Council Tax Leaflet. **APPENDIX 7**
- 7 FINANCIAL REGULATIONS**

The Financial Regulations were reviewed by the Chairman, Councillor Skidmore and the Acting Clerk. Draft attached as **APPENDIX 8**

In green to be deleted, in Red to be added.
- 8 STANDING ORDERS RELATING TO CONTRACTS**

Standing Orders Relating to Contracts were reviewed by the Chairman, Councillor Skidmore and the Acting Clerk. Draft attached as **APPENDIX 9**
- 9 REVIEW OF THE COUNCILS FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment was reviewed by the Chairman, Councillor Skidmore and the Acting Clerk. Draft attached as **APPENDIX 10**

10. 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 attached as **APPENDIX 11**
Changes Marked.

11 SPECIAL EXPENSES 2010-2011

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'.

12. 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 **APPENDIX 14**
To follow
2. Zurich and Municipal Insurance Company **APPENDIX 15**
To follow
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

APPENDIX 16

13. CLOSE OF MEETING.

Anita S Pack
Acting Clerk to the Council

Posted: 10TH February 2010