

Welwyn Parish Council

Minutes of the Finance Committee meeting of 8 April 2008 held at the Parish Centre, Lockleys Drive, Welwyn

- Present:** Cllr I Skidmore (chairman), Cllr H Hughes and Cllr P Neville
- Apologies:** Cllrs J Roper and L Page (Family commitments) and the Clerk (indisposition)
- 2008/29: Opening of the Meeting**
The Chairman, having ascertained that he had a quorum, opened the meeting at 7.30pm.
- 2008/30: Declaration of Interest:**
none
- 2008/31: Minutes of the previous meeting of this Committee (11 March 2008)**
It was proposed and agreed that those Minutes be corrected as follows: "Apologies" should not have included Cllr Colpitts (not a member of this Committee) but should instead have included Cllr Neville. With this amendment, the Chairman signed those minutes.
- 2008/32: Matters arising out of said Minutes**
none
- 2008/33: Authorisation of Large (>£1k) Expenditures in March 2008**
P497 Williams & Sons: £1938.75: clearance of undergrowth on the Churchyard wall
6 March Direct Debit £8: bank charge for stopping cheque from this Council lost in transit
P504 Robinsons Skips £1020: annual charge for allotment skip hire (5 skips)
P508 Crane & Staples £1433.50: advice in relation to Civic Centre tenancy
P516 Serco £1367.28: annual "trade waste" fee for refuse collection from Civic Centre
P522 Allianz £8366.40: the Council's annual insurances.
These were all accepted and authorised by the Committee.
- 2008/34: Expenditures with outstanding queries:**
a) Regarding P522 above, the Chairman would make enquiries to check that this included the higher amount of Fidelity Insurance accepted by the Council on the recommendation of the last Audit.
b) Still on the matter of Insurance, the chairman observed that our Parishioners were being charged £2370 Special Expenses by the Borough Council in 2008-9 to cover Civic Centre Insurance. Since the Parish Council also insured this building, the Committee requested every effort to be made to ascertain the full reason for this, to avoid undesirable and wasteful duplication.
- 2008/35: Cheques for approval and signature**
The Committee approved the March list of cheques and debits in the amount of **£31114.01**.
It was noted that the unusual feature of two cheques in the same month to Pitney Bowes was due to having to upgrade the franking machine with the new postage rates.
The Committee questioned whether receipt R451 £727.25 should have referred to "White Hill" and not "Civic Centre".
- 2008/36: Accounts to March 2008:**
These were accepted as provisional on the basis of latest available information.
- 2008/37: Bank Balances 31 March 2008:**
Business Reserve: £18,853.49.
Current Account = £3,156.42
Business Premium Account = £2,960.46 (The Precept has been paid in by WHBC so the balance on 1st April 2008 is £97,328.46)
Treasury Account = £107,500.00.
- 2008/39: Year-end Accounts and Audit Procedure:**
The Clerk had circulated a note to the Committee, explaining the procedures and responsibilities associated with completion of the Year-end Accounts and the Internal and External Audit. The Committee recommended that all councillors should receive this note.
- 2008/40: Local Government Pension Scheme:**
Although, as an autonomous Employer within this Scheme, this Council has a wide discretion in applying the rules, the Committee recommends the Council to adopt two rules proposed by the Hertfordshire Association of Parish & Town Councils, so that all Parish Councils are consistent

and do not take less or more than their fair share out of the Scheme. These practices are already adopted by the County Council:

i) In determining the correct percentage of salary to deduct for pension contributions (this now being salary-dependent), the employee's full-time-equivalent salary in the month of **April** will be multiplied by 12, regardless of the possibility that the full year's salary might yield a different result.

ii) If a member of staff wishes to transfer-in a pension entitlement from a previous employer outside this Scheme, this must be requested within one year of joining us.

2008/41: Non-Clerks' CiLCA [Certificate in Local Council Administration] :

The Committee accepted the Clerk's advice that this Council should not sponsor Councillors to take this 'clerk-oriented' Certificate, as councillor-specific training was already provided, and at lower cost, by the Hertfordshire Association of Parish & Town Councils. (Cllr Neville took no part in this discussion.)

2008/42: Close of Meeting :

The Chairman closed the meeting at 7.59pm.

Signed as a correct record:.....Chairman, Finance Committee.

Date, 13 May 2008.