

FINANCE REVIEW - MINUTES

Old Newton with Dagworth & Gipping Parish Council
Tuesday 19th November 2019 – 7.30pm at Chairman’s home address

Present: Cllr Miller (Chairman), Cllr Goudy, Cllr Clements, Cllr Harbidge and Karen Hall-Price (Clerk & RFO)

1. Year End Accounts: 2018 / 2019

- This year’s external audit with PKF LittleJohn, the Clerk felt the audit went well. We were approved with no other reports to be noted. The conclusion of the audit was read at the parish council meeting of October 2019 and the notices have been displayed and uploaded on the village noticeboard and website accordingly.
- The internal audit with Trevor Brown – The report was identified at the monthly meeting of the parish council in June 2019. Pg 667 of the parish council minutes refers. The clerk felt this year’s audit went very well.
- Cllrs reviewed the effectiveness of the internal audit. The arrangements are more than acceptable as Trevor visits the Clerks home address to complete the audit so that all files and information can remain with the Clerk. The finance committee and the Clerk are very happy with this arrangement. Cllrs and the Clerk agreed to recommend to the full council meeting to use Trevor Brown as the internal auditor for the next financial year.

2. Half Yearly Review of Finance / Cash Book

The cash book has been circulated to the committee showing the accounts payments and receipts for the year to date accounts. This will also be circulated to the Cllrs for information at the December monthly meeting of the Parish Council. New banking mandate form was completed this year to include Cllr Harbidge as a signatory. The clerks new home address details have all been updated and accepted by all bank accounts.

3. Asset Register & Insurance Review

The Asset Register was reviewed with some changes made at this time and documented for review again in March at the financial year end.

Old Laptop removed – written off in November and new laptop added

New dog bin + additional dog bins to be included once purchased

New grit bins.

The insurance review was discussed at the October monthly parish council meeting. Pg 692 of the parish council minutes refer. The Parish Council agreed to move to the CAS Parish Protect Insurance under-written by Sun Alliance. It was felt CAS understood the needs and requirements for Parish council insurance and it was cheaper than our previous policy with Zurich. The parish council agreed at the October meeting to approve the 3 year long-term undertaking to receive further cost savings.

4. GDPR Policies & Procedures / Financial Regulations and Standing Orders

- The financial regulations were last updated and adopted in April 2016 and should be looked at again in this year or as and when we look to move to electronic banking as the policy will have to be amended then.
- The Standing Orders were updated and adopted in June 2019 and should be reviewed again in 2021.
- The Code of Conduct was adopted in July 2012 and reviewed in June 2014. This is a SALC document advised to be adopted by all Parish Councils. It is under review by SALC and the Clerk will put forward a renewed policy once SALC issue to parish councils for adoption.
- ICO – Data Protection Subscription has been set up as a direct debit moving forward at £35.00 per annum.
- The following GDPR policies have also been adopted this year:
 - Subject Access Request (SAR) Policy & Procedure – May 2019
 - Freedom of Information Policy – May 2019
 - Data Protection Policy – May 2019
 - Document and Electronic Data Retention Policy – June 2019
 - Community Notice Board Policy – July 2019

Next policies to be investigated / implemented as a priority are Employment policy and a Neighbourhood planning policy. The Clerk to look at our neighbouring parishes – Also a list of the policies we have and what the council is working towards for all Cllrs to be included on the December agenda

5. Risk Assessments

The general financial risk assessment was reviewed and felt that as the risks have not changed there was little to update. It was agreed to review the assessment again if electronic banking comes into use.

6 mthly walk of the graveyard by the cemetery committee to identify dropped graves. In January a dedicated cemetery committee meeting risk assessment to be written and an investigation into the needs of the new entrance.

Clerk also asked to provide passwords and login details for all parish council files to the Chairman and Vice Chairman as part of our on-going risk assessments.

6. Budget & Precept Discussion for 2020 / 2021

Cllrs went through the budget and the committee suggested budget figures to be tabled at the December meeting and for the committee to make their recommendations.

7. Ringfenced Projects from Reserves.

- Cemetery £3,400.00 – Proposed works required for pathways on new part of the cemetery?
- Contingency £1,500.00
- Bus Shelter £100.00
- Elections 2023 £2000.00 – Reinvest into receipts and budget £500 this year towards building our ringfenced funds for 2023
- Speed reduction £2000.00 – Reinvest into receipts to help cover increased costs of budget to not increase the precept by more than 5%.
- CIL £2464.65

Meeting was closed 22.04 hrs