

BREAGE PARISH COUNCIL

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**MINUTES FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD IN THE PARISH ROOMS
BREAGE ON MONDAY 24 JULY 2017 AT**

Present:

Cllr T Ackland
Cllr A Best
Cllr S Caddick
Cllr Mrs K La Borde
Cllr T Woodhams
Cllr Mrs R Wyvern Batt

Mrs C Macleod (Clerk/RFO)

As a Chairman must be elected at a full Council meeting Cllr T Woodhams took the Chair on this occasion.

1. FIRE EVACUATION PROCEDURE

No practice was scheduled. Those present were asked, in the event of the alarm sounding, to quickly vacate the building by the front door and meet outside the Queen's Arms for a roll call.

2. APOLOGIES FOR ABSENCE

No apologies had been received.

3. DECLARATIONS OF INTEREST

There were none.

4. PUBLIC PARTICIPATION

There were no Members of the Public present.

5. ELECTION OF CHAIRMAN 2017/2018

This must be done at a full Council meeting as the committee is a standing committee.

6. FINANCE

a) To review Financial Regulations and prepare a recommended resolution for Full Council

The Clerk had been through the document and had sent needed corrections to Members. These were mostly changing the name of the Committee from Accounts Team to Finance and General Purposes Committee. KLB raised the matter of the figure for which a tender needs to come into operation. **This was discussed and KLB proposed that this be reduced to £2,000. This was seconded by TA and unanimously resolved as a recommendation for the full Council meeting on 1 August.**

b) To review Financial Risk Assessment and make any necessary resolution and prepare a recommended resolution for Full Council

Note A (v) Streetlighting repairs/Cemetery maintenance and work done by Handyman should be checked (This is not, at present, checked)

The name of the Committee from Accounts Team to Finance and General Purposes Committee.

Biii) Five members – RWB to be a full members and TW ex-officio. Biv) – 4 Members as cheque signatories.

Ci) Hard drive to be kept in safe in Parish Council office. At present held at home by the Clerk. Deeds whereabouts to be confirmed and reviewed.

It was agreed that Praa Sands Toilets' repairs should be occasionally and randomly checked at the discretion of the Committee Chairman.

It was proposed by KLB, seconded by TA and unanimously resolved that the above changes to be recommended at Full Council meeting 1 August.

c) To hold a review into the effectiveness of the Internal Audit and prepare a recommended resolution for Full Council

The Role of the Internal Auditor as given by CALC should be noted:

They should be Independent and have no connection with the Council or Members

They should check Systems and Controls/Financial decision making/Lawfulness of decisions/VAT/PAYE/Management of Risk/Effectiveness of internal systems of control.

All was agreed to be fine. Mr Gallie had audited according to regulations above. No resolution was made but the decision would be relayed to full Council

d) To receive Clerk's report on Scribe

The Clerk was still meeting with the Internal Auditor who was helping with the Clerk's training with Scribe. He is due to come again on 7 August after the Clerk has completed the June figures. That will then be the first quarter finalised. The Clerk will continue on her own after that, just calling on the Internal Auditor if he is needed. The Clerk believes that this will be a worthwhile and time-saving system. The Cemetery system has not yet been checked out.

7. STANDING ORDERS REVIEW

a) To review Standing Orders and prepare a recommended resolution for Full Council

The name of the Committee from Accounts Team to Finance and General Purposes Committee.

It was agreed that the NALC layout and presentation needed repairing, especially the indexing.

19c) tender figure to be amended to £2,000.

i. Review and adoption of appropriate standing orders and financial regulations; This has been delegated to the Finance and General Purposes Committee

v. Review of inventory of land and assets including buildings and office equipment; This has been delegated to the Streetlights and Assets Register Councillors

vii. Review of the council's and/or staff subscriptions to other bodies; Finance and General Purposes Committee.

viii. Review of the council's complaints procedure; Finance and General Purposes Committee.

ix. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998; the Finance and General Purposes Committee.

It was proposed by KLB, seconded by AB and unanimously resolved that the above amendments be recommended at Full Council 1 August 2017.

8. AGENDA ITEMS FOR NEXT COMMITTEE MEETING

Terms of reference; website and social media;

9. AGENDA ITEMS FOR AUGUST MEETING OF BPC

As listed above in 6 and 7.

10. DATE & TIME OF NEXT MEETING

To be called by the Clerk/RFO

There being no further business, the meeting closed at 7.39 p.m.