

Kesgrave Town Council

Finance and Resources Committee

Minutes of the meeting of the Finance and Resources Committee held on Monday 29th July 2013 at 7.30pm in the Council Chamber.

Present: Mr C Rayworth (Chairman) Mr P Mills
Mr N Beecroft Mr P Mills Mrs S Ogden

In attendance: Mrs V R Read (Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk)
Mr J Ogden

1. Apologies

The Committee accepted apologies from the following:

Mr A Comber – Family commitments
Mr G Lynch – Work Commitments
Rev R Spittle – Family commitments

2. Declaration of interests

None.

3. Minutes of the last meeting held 29th April 2013

These minutes having been circulated were taken as read, approved and signed by the Chairman.

4. Matters arising

None.

An adjournment was declared:

The members of the public did not wish to speak.

5. Auditor Checks

i. Internal Auditors Report

The Internal Independent Auditor, Mr I Farthing, completed the 2012/2013 Annual Return, but has been unable, for personal reasons, to submit a report for the July meeting. The Clerk will contact him to make arrangements for an inspection to be done as soon as possible.

ii. Members Finance Checks

- a. **The check** The Committee carried out checks to ensure that:-
Accounting records are up to date
Income due is collected promptly and fully and is banked without delay
Interest earning accounts are employed to the maximum
Tax and NI procedures for staff are properly operated
Cash Book and Bank Statement totals agree

iii. Effectiveness of Internal Audit

Members were reminded of the need to consider annually the Effectiveness of Internal Audit as advised in the External Auditors Bulletin. This states that the Review must cover the following five areas:

Scope of Internal Audit – has the scope of the Internal audit been discussed with the Internal Auditor to ensure that the audit covers all the relevant risks areas;

Independence – is the Internal Auditor sufficiently independent, unbiased and objective;

Competence – does the Internal Auditor have sufficient knowledge to be able to carry out the Audit;

Relationships – are the relevant responsibilities of Members, Clerk/RFO and Internal Auditor defined;

Planning and reporting – is the body aware of a timetable of when the Internal Audit or Audits will take place and when a report, if any, will be reported.

It was **agreed to recommend to Full Council** that procedures are effective.

6. Budgetary monitoring report

Members had been issued with a report with the agenda. An amended third page was available at the meeting showing the figures at the beginning of the financial year allowing comparisons to be made. The transfers to/from Reserve funds was also made available. The Committee having examined the reports, were satisfied that receipts and expenditure are broadly in line with budgetary limits. A copy of the substantive document is attached at **Annex 1** to these minutes.

7. Reserve Funds

i. **Transfers to and from Reserves.** None.

8. Asset Register

It was agreed the mobile skatepark must be added to the Asset Register, but as a windfall asset would not be insured. With this addition the Committee **agreed** the Asset Register was considered to be a true representation of the Council's Assets and is attached as **Annex 2**.

Further to the April meeting the Clerks have been establishing the numbers and condition of all the Fido and litter bins in Kesgrave. A list is being compiled to determine any that may need repair or replacement. The cost for a standard non-retrievable replacement bin has been requested from Suffolk Coastal District Council (SCDC) to enable Council to determine the total value of this asset. When this work is complete the bins will also be added to the register.

It was noted it will be necessary to alter the entry in the register for the MSG pavilion in due course.

9. Cambridge Society Bond

Further information had been received from the Cambridge Building Society regarding the Bond which is due to mature in August. The committee were advised that for the previous year the account had earned 2.6% gross p.a. However, for the next year the Cambridge Building Society could only offer 1% on their Notice Saver Account and just 0.5% on their Easy Access Account.

As the planning application for the Millennium Jubilee Hall (MJH) has recently been granted permission, and the works are imminent, it was agreed to withdraw the savings at maturity and place the monies in the Barclays Bank Instant Saver high interest account thus allowing immediate access to the funds. Concerns were raised over the vulnerability of having such a significant amount of money in one account, however, it was agreed this would only be for a short period of time as it is anticipated the building work at the MJH will be complete by year end.

10. Risk Register

Addition of Mobile Skatepark With ownership of the mobile skatepark transferred to KTC, consideration was given to determine the level of risk given to the skatepark before adding it to the Risk Register. Some considerable discussion took place on this matter, and it was agreed further investigation must be undertaken to ensure Council are not held responsible for any accident or injury caused during the use of this equipment. The headteacher of Cedarwood School is to be contacted to confirm the level of risk they have assessed it at. Clarification of anticipated use and users will also be sought to ensure the appropriate level of insurance cover is in place. It is recognised the other two primary schools could be potential hirers and therefore a request will be made that an agreement is made between them regarding use on the Cedarwood site. A simple agreement must also be considered for Third party hirers.

While these issues are dealt with a holding risk with regard to the physical condition of the equipment was considered and is included in the **agreed** document as attached at **Annex 3** to the permanent copy of these minutes. The Committee also agreed an inspection of the equipment should be made six monthly to determine its deterioration and have items removed from use when necessary.

11. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960.

The Committee resolved that the public and the press be excluded for consideration of Item 12 Staff, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 18 on the agenda.

The following item was taken after Item 18 and is minuted there

12. Staff

i. Clerks

a. Hours for 2012/13

ii. Late Items

13. Grants

Grants for consideration

a. Suffolk Constabulary, Volunteer Police Cadets £100

The Committee resolved that in accordance with its powers under Sections 137 and 139 of the Local Government Act 1972, it should incur expenditure with respect to grant to a above which, in the opinion of the Committee is in the interest of the area or its inhabitants, is cost effective and within budget.

b. Avenues East Leisure and Sports Services (formally Optua) Nil. Later: Further information had been received and this request was therefore reconsidered at the August Town Council meeting.

14. Insurance Cover including New risks

None. The three seats for Pergola Piece will be added when installed.

15. Model Publication Scheme

The Committee were reminded of anomalies in the adoption of some Policies already in place and that these are to be taken for formal adoption at Full Council meetings over subsequent meetings.

16. Standing Orders – Regular and Financial

Members had been issued with copies of the current Standing Order (SO) documents. It was noted some page numbering on the regular SO's is incorrect. It was also noted SALC always advise of changes which are necessary and these changes are brought to Full Council for formal adoption, or in the case of Financial SO's are recommended be F&R to Full Council. The agreed documents are attached at **Annex 4.a and 4.b** to these minutes.

17. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960.

This Committee resolved that the public and the press be excluded for consideration of Item 18 Council Office Building window replacement since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow Item 21 on the agenda.

The following item was taken after Item 18 and is minuted there

18. Council Office Building window replacement

19. Kesgrave News Article suggestions

Suggestions put forward included:

Electoral Boundary review
Millennium Jubilee Hall
Fentons Wood

20. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion (to be notified to the Clerk by 12.00 noon on the day of the meeting)

None.

21. Date of next meeting 25th November 2013

The next Full Council Meeting will be the Annual Council meeting held 12th August 2013.

The Member of the Public left and the Committee were able to consider the following.

12. Staff

i. Clerks

a. **Hours for 2012/13** The Clerk gave details of the average hours worked by the Clerks during the 2012/13 financial year.

	Contracted hours	Average hours worked
Mrs V R Read	34.00	33.04
Mrs J Francis	26.00	26.23
Mrs L Bennett	22.50	26.83
Mrs J Abbott	10	10.40
Miss S Hall	anticipated 4 per week	7hrs in 4 months
Mrs M Camilleri	30 hours per month	24.50

The Committee were reminded with the arrival of the new Administrative Assistant training was expected to have a detrimental effect in the short term. Mrs Abbott is settling in to her position well and Mrs Bennett is making extremely good progress in learning the Clerk's role, gaining in confidence and taking on additional responsibility.

The Committee asked it be minuted they consider the Staff work effectively and give good value for money.

18. Council Office Building window replacement

Three quotations for replacing the office building windows had been received, with the possibility of only replacing those on the southern and east elevation, or that of the whole building. The Committee **agreed** to accept that of Barry Clamp for £8,880 inclusive of VAT to replace all the windows.

It was agreed also to ask the same company for a quotation for the replacing the front door but with the expectation that if the entire undertaking would be over budget it may be necessary to have the door painted by the handyman on this occasion and consider replacement with new bargeboards in a subsequent year.

The Chairman closed the meeting at 8.48pm.

Chairman