

Kesgrave Town Council

Finance and Resources Committee

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

Present: Mr A Comber Mr G Lynch Mr C Rayworth (Chairman)
Mr D Fairbrother Mr P Mills

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

1. Apologies

Mrs S Ogden – alternative meeting
Rev R Spittle – Family commitments

2. Declaration of interests

None.

3. Minutes of the last meeting held 26th November 2012

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

4. Matters arising

None.

An adjournment was declared:

The member of the public present did not wish to speak.

5. Auditor Checks

i. Internal Auditors Report

The Clerk summarised the most recent report from the IIA and his comments were noted. He has yet to complete the 2012/2013 Annual Return but the Clerk will contact him to make arrangements for this to be done.

ii. Internal Auditor appointment

The Committee **agreed to recommend to Full Council** that Mr Ian Farthing be asked to act as the IIA for a further year and a letter of confirmation will be sent. The Committee considered that, although Mr Farthing is the Chairman of the Youth Club Support Group and the Council hold the Youth Club funds, there is no conflict of interest as KTC do not make decisions on these funds.

iii. 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

As a print out of the Barclays statement for the Active Saver account was not available it was agreed this will be emailed to Members the following day and then the Chairman will sign the records accordingly.

Later: The Chairman signed the document on the 1st May. The half yearly precept payment having been received £123,750 was transferred from the Current Account to the Active Saver.

iv. 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

The Report had been issued with the agenda and the Committee having examined this, were satisfied that receipts and expenditure at financial year end were within budgetary limits. The excess general reserve is accounted for as intended projects have not been able to progress. A copy is attached at **Annex 1** to these minutes. Committee meetings are held 3 times a year and the statutory requirement is for budget monitoring to be performed quarterly. Some discussion was held on the frequency and breadth of information which should accompany the document to give greater clarity to the process where payments are not made monthly. It was agreed a quarterly report will be issued to the F&R Committee who will then be able raise concerns direct to the Clerk without waiting for the next Committee meeting

7. Reserve Funds

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

ii. **Creation of Pavilion Alterations Reserve Fund** With the impending project of alterations to the Pavilion it was agreed to create a new Earmarked Reserve fund to clearly identify the monies involved. In light of the application for change of use to enable the Town Council to reclaim the VAT on the building some discussion was held on renaming. **A recommendation to Full Council** will be for all future references to be the **Millennium Jubilee Hall (MJH)**.

The Clerk explained when Members consider the Income and Expenditure Account it would be noted the funds in the General Reserve are in excess of that anticipated at Budget time by £18,500. It was **agreed to recommend to Full Council** that:

- £2,500 augment the budgeted amount held for replacement windows to the Office building;
- the remaining £16,000 be placed in the new MJH Reserve Fund; – the Olympics Memorabilia Reserve Fund be closed and the money transferred to the MJH Reserve Fund.

iii. **Creation of Library Community Group Reserve Fund** A Library Community Group has now been formed and it was **agreed**, as for other small Community groups, to create a Reserve Fund to hold any monies raised.

8. **Income and Expenditure Account**

i. **Annual Account**

Papers had been issued with the agenda. It was **agreed to recommend to Full Council** the documents as presented and attached at **Annex 2** to these minutes, **including the Explanation of Variances, the Supporting Statement and Summary of Reserve fund transactions be approved**. The FD documents, together with a summary of the Reserve fund transfers will then be available to publish on the website.

ii. **Audit Date**

The date has been set for July 1st and notices will be displayed at the time decreed by the External Auditor.

9. **Asset Register**

With the exception of fido bins in Town Councils ownership the Asset Register was considered to be a true representation of the Council's Assets and is attached as Annex 3 to the Income and Expenditure Account. The Clerks will establish the numbers and value of the bins in KTC's bins to add to the register.

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

10. **Financial Regulations**

i. **Petty cash limit**

The Committee **agreed** the Council petty cash limit will remain at £250. All monies are held in a locked cabinet.

ii. **Youth Club Petty Cash limit increase**

The Committee agreed a petty cash limit of £250 for the Youth Club also be held.

It was noted the Council's insurers Zurich have confirmed this to be within the limit which can be insured and no additional premium will be necessary.

11. **Risk Register**

i. **The Register**

With the two additions for toner cartridge changing (Risk 15) and the possibility of Kesgrave News closing (Risk 16) the Committee considered and **agreed** the document as attached at **Annex 3** to the permanent copy of these minutes be accepted. With regard to 10d, Mr Lynch will attend the office to install an Administrator password.

ii. **Future Contracts**

The Committee had agreed a Policy is required on Contracts and the manner in which they are dealt, particularly with regard to possible Councillor knowledge of local firms. The Clerk was to have liaised with Mr Miller but will now endeavour to provide a Policy by August for consideration.

12. 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 13 Staff, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 19 on the agenda.

13. Staff This item was taken after Item 19 and is minuted there.

- i. Clerks**
 - a. Hours for 2012/13**
 - b. Responsible Finance Officer duties**
- ii. Re-designation of Mrs Bennett's post (to agree)**
- iii. Increments**
 - a. Clerks**
 - b. Litter picker**
- iv. Late Items**

14. Grants

Grants for consideration

- a. East Anglian Air Ambulance £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 grants 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.

15. Insurance Cover including New risks

None.

16. Regular payments authorisation

a. Youth Club monthly payments It had been considered it may be necessary to put in place a procedure to ensure monies are transferred to All Saints Church for payment of the Youth Worker salaries each month. However with changes in the way in which the amount is notified this should not now be necessary.

b. Library payments Some discussion was held on the payment of the grant to the Industrial & Provident Society (IPS). This issue will be brought to Full Council after contact has been made with them.

17. 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.

18. Kesgrave News Article suggestions

Suggestions put forward included:	Electoral review	May 2nd result
	Town Council vacancy	Millennium Jubilee Hall

19. Date of next meeting 29th July 2013

The next Full Council Meeting will be the Annual Council meeting held 13th May 2013.

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

13. 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	34.88
Mrs J Francis	26.00	26.60
Mrs L Bennett	22.50	24.30
Miss S Hall	anticipated 4	2.20
Mrs M Camilleri	30 hours per month	29.85

The Committee accepted that all efforts had been made to keep hours within contracted hours and that this will be continued. The Deputy Clerk days of attendance have been adjusted which has resulted in a closer adherence to contracted hours. It was however noted that with the arrival of the new Administrative Assistant training will have a detrimental effect in the short term.

The Committee **agreed that Full Council be recommended to make ex-gratia payments (overtime)** to all three staff in recognition of the hours on average per week worked in excess of contracted hours.

b. Responsible Finance Officer duties Members were issued with the list of duties, which should be performed by the Clerk and RFO. Members noted that in all cases the duty is performed by one member of staff and checks are made by the other. A copy is attached at **Annex 4** to the permanent copy of these minutes and it was **agreed** no changes were necessary at the present time although annotations will be made to indicate where the Assistant Clerk is being included in the checks.

ii. Re-designation of Mrs Bennett's post With the introduction of the new Administrative Assistant it was agreed to re-designate Mrs Bennett's post to Assistant Clerk in recognition of the succession planning strategy.

iii. Increments

a. Clerks Allowance had been made in the budget for an incremental step to be made in salaries for Mrs Bennett to SCP 24 and the Committee agreed this should be confirmed. It was noted that the salaries for the Clerks are capped at SCP 34.

b. Litter picker It was agreed to increase the Litter picker salary per hour to £6.75 which is in line with the increase in the national minimum wage and within budget.

iv. Late Items None.

The Chairman closed the meeting at 9.30pm.

Chairman