

Kesgrave Town Council

Finance and Resources Committee

Minutes of the meeting of the Finance and Resources Committee held on Monday 6th August 2012 at 7.30pm in the Council Chamber.

Present: Mr C Rayworth (Chairman) Mr D Fairbrother Mrs S Ogden
Mr A Comber Mr G Lynch

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

1. Apologies

Rev R Spittle Family commitments

2. Declaration of interests

None.

3. Minutes of the last meeting held 30th April 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. Audit Checks

i. Internal Auditors Report

The Clerk explained a date is being arranged for Mr Farthing as IIA to attend the office for his first audit. It had unfortunately not been made in time for the meeting as she had considered it essential that both she and Mrs Francis were present on this first occasion.

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
and the Chairman signed the records accordingly.

iii. **Effectiveness of Internal Audit**

The new rota of Town Councillors has now been in operation since May, and Councillors have been attending the office to complete an Audit. A further report on this procedure will be brought to the November F&R meeting.

6. **Budgetary monitoring report**

The June report was issued to Members and is attached at **Annex 1** to the permanent copy of these minutes. The Committee having examined the report, was satisfied that Receipts and Expenditure are broadly in line with budgetary limits.

7. **Reserve Funds**

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

8. **Asset Register**

The Asset Register as agreed at the April meeting was considered. An addition was agreed with regard to signage for the Market. A copy of the amended document is attached at **Annex 2** to the permanent copy of these minutes.

9. **Cambridge Building Society Bond**

The Clerk explained the Bond taken by SCDC and mentioned at the July Council meeting by Mr Lynch is for 5 years. This is a period too long for KTC to consider with the issues which are being considered at present. It was agreed therefore the Current Bond should be renewed. With two £50,000 Bonds maturing at six monthly intervals Council are in a good position to free money for expenditure without incurring any penalties but consideration will be given at the November F&R meeting as to whether a 2 year bond would be appropriate in future.

10. **Risk Register**

i. **The Register** Members examined the Risk register and **agreed** that no changes were necessary at present. The Register is attached at **Annex 3** to the permanent copy of these minutes.

ii. **Future Contracts** Major Contracts are covered by Financial Standing orders but it was agreed Future Contracts for more minor operations must be the topic of the next Policy document.

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 20 on the agenda.**

The following item was taken after item 20 and is minuted there.

12. **Staff**

- i. **Clerks**
a. **Hours monitoring report**
ii. **Lone Working Policy**
iii. **Late items**

13. Grants

i. Grants for consideration

a. Late items Kalga have requested their grant be made available for hard standing for a car park rather than a container as it is an expense they had not envisaged and is of paramount importance. The Committee discussed this request and agreed the Clerk should ask Kalga whether Planning permission is needed and whether the impervious membrane should in fact be porous. This item will be taken to the next Full Council meeting for their decision if the information requested is available.

14. Insurance Cover including New Risks

i. Ill Health Liability The opportunity to take advantage of this scheme has now passed until the new financial year. The Clerk and Deputy Clerk will talk to the F&R Chairman and a further recommendation will be made to Council at budget time.

15. Model Publication scheme

i. Further Policy documents – Lone Working. This item was taken under item 12 and is minuted there.

16. Standing Orders – Regular and Financial

A recent issue of Regular Standing Orders from SALC did not require KTC to make changes, but it is anticipated changes may be necessary in due course because of the new Code of Conduct. In the meantime Council will continue to sign the interest book and declare verbally at meetings on any interest.

17. Late items for information

Questions have been raised by the External Auditor on the 2011/2012 Audit but these have been answered on the telephone without difficulty and to the Auditors satisfaction. There will be no additional charge and the signed form will be received in the near future.

18. Kesgrave News Articles

Articles will be submitted on Planning applications and flooding.

19. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion

None.

22. Date of next meeting 26th November 2012

The next Full Council Meeting will be 13th August 2012.

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

12. Staff

a. Hours monitoring report

The Clerk gave details of the average hours worked by the Staff in the current financial year.

	Contracted hours	Average hours worked
Mrs V R Read	34	31.23
Mrs J Francis	26	27.93
Mrs L Bennett	22.5	27.56

Miss Hall as Project Officer has averaged 1.74 hours with a budget of 2 per week. The Committee recognised if Miss Hall progresses the Fentons Wood issue as discussed at Full Council then these hours will increase.

It was noted with school holidays at present taking place Mrs Bennett's average hours will reduce considerably over the next few weeks.

b. Lone Working Policy

Members considered a document on Lone Working. Following some discussion it was agreed some alterations should be undertaken to the building: the cost of the provision of an intercom will be investigated, a locking arrangement made to the counter and a self closer and yale lock added to the front door.

Some minor amendments were agreed and the substantive document is attached to these minutes at **Annex 4**. The Committee Chairman and Clerk will consider a procedural document to be issued to the staff.

The Chairman closed the meeting at 8.52pm.

Chairman