

Kesgrave Town Council

Finance and Resources Committee

Minutes of the meeting of the Finance and Resources Committee held on Monday 30th April 2012 at 7.30pm in the Council Chamber.

Present: Mr A Comber Mrs S Ogden
Mr P Miller (Chairman) Rev R Spittle
Mr P Mills

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

1. Apologies

None.

2. Declaration of interests

Mr Comber declared a personal interest in Item 17, Kesgrave Market, as a Director of Rupert Fison Centre and a Scout Leader, and remained in the meeting while consideration and discussion of the matter took place.

3. Minutes of the last meeting held 28th November 2011

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 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 already completed the 2011/2012 Annual Return and the Clerk has written thanking him for his service to the Council over the last 4 years.

ii. Internal Auditor appointment

The Committee were reminded that Mr Ian Farthing has agreed to act as the IIA and it was agreed 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
and the Chairman signed the records accordingly.

The Clerk advised the Committee that the VAT refund and the first half of the Precept have been received. A transfer of £80,000 has been made from the Current account to the Instant Access Account.

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.

The Councillor rota to undertake one visit per month to carry out the paper trail of a single transaction of their choice has not been undertaken every month. An item will be added to the Full Council May agenda to decide if every Member wishes to take part and to recommend that in future Council will be advised each month who is to perform the next Audit and for a report to be received. A form will also be added to the Financial Director file for Members to sign when they have performed their Audit.

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 broadly in line with budgetary limits. It was noted the POS maintenance budget for the 2012/2013 year is considerably reduced but is in line with expenditure in the previous year. A copy is attached at **Annex 1** to these minutes.

7. **Reserve Funds**

- i. **Transfers to and from** It was **agreed** to transfer £10,000 to the Long Strops Reserve fund in accordance with the budget.

8. **Income and Expenditure Account**

i. **Annual Account**

Papers had been issued with the agenda. The Clerk explained the current presentation of accounts is based on the layout before the Financial Director package (FD) was introduced. Audit and Account Regulations have changed in the intervening period but no adjustments had been made to the presentation of the Income and Expenditure Account, and both it and the Balance sheet are prepared “in

house". The Committee agreed that as the FD package produces the information required for Audit purposes this added administration task is not necessary. It was **agreed** to present both the "in house" prepared documents and the FD documents to Full Council and **to recommend the documents as presented, including the Explanation of Variences, the Supporting statement and Summary of Reserve fund transactions be approved**, and that in future only the FD forms will be presented. The FD documents, together with a summary of the Reserve fund transfers will then be available to publish on the website. All papers considered are attached at **Annex 2** to these minutes.

ii. **Audit Date**

The date has been set for July 2nd and notices will be displayed at the time decreed by the External Auditor.

9. **Asset Register**

The Asset Register was considered to be a true representation of the Council's Assets and is attached to the Income and Expenditure Account at **Annex 3**.

10. **Financial Regulations**

i. **Petty cash limit**

The Committee **agreed** the Council petty cash limit will remain at £250. KTC still hold monies for the Youth Club but this is held in a separate Petty cash system. The Committee considered there is no additional risk in this increased cash holding; all monies are held in a locked cabinet.

11. **Risk Register**

i. **The Register**

With two adjustments the Committee considered and **agreed** the document as attached at **Annex 4** to the permanent copy of these minutes be accepted.

ii. **Future Contracts**

The Committee 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 will liaise with Mr Miller and prepare a document 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 23 on the agenda.

14. **Staff** This item was taken after Item 23 and is minuted there.

i. **Clerks**

a. **Hours for 2011/12**

b. **Responsible Finance Officer duties**

ii. **Increments**

iii. **Lone Working Policy**

iv. **Late Items**

15. Grants

Grants for consideration

- a. **Junior Deben Archers £150**
- b. **Suffolk Accident Rescue Service £225**
- c. **Kesgrave Friendship Club £100** The Clerk will advise the Club that the level of last years grant is not to be repeated but grants will be considered favourably in subsequent years.

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 b and c 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

a. Ill Health Liability

The Clerk explained the approach which had been received with regards to Ill Health Liability insurance. Although premiums would be offset by reductions in the contributions to the County Council Pension Scheme the exact levels are still unclear. The Clerk will make further investigations through SALC but initial thoughts by the Committee were that the risk to Council with only 3 employees is small and this Insurance is therefore not required.

16. 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 17. Kesgrave Market, since publicity would prejudice commercially sensitive information and employee confidentiality and that these matters be deferred to follow item 23 on the agenda.

17. Kesgrave Market This item was taken after Item 23 and is minuted there.

18. 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 19. Millennium Sports Ground Maintenance Contract 2012/2013, since publicity would prejudice commercially sensitive information and that these matters be deferred to follow item 23 on the agenda.

19. Millennium Sports Ground Maintenance Contract 2012/2013 This item was taken after Item 23 and is minuted there.

20. Late items for information None.

21. 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.

22. Kesgrave News Articles

When the Annual Accounts are added to the website this will be mentioned in Kesgrave News. A reminder about the Kesgrave website will also be submitted.

23. Date of next meeting 30th July 2012

The Committee agreed as the Clerk will be on leave prior to this date the next F&R meeting will be held on 6th August. The next Full Council Meeting will be the Annual Council meeting held 14th May 2012.

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

14. Staff

i. Clerks

a. **Hours for 2011/12** The Clerk gave details of the average hours worked by the Clerks during the 2010/11 financial year.

	Contracted hours	Average hours worked
Mrs V R Read	34	34.49
Mrs J Francis	26	27.51
Mrs L Bennett	22.5	23.41
Miss S Hall	anticipated 4	2.4

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 are to be adjusted to reduce her hours further.

The Committee **agreed that Full Council be recommended to make ex-gratia payments** 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 5** to the permanent copy of these minutes and it was **agreed** no changes were necessary at the present time although where possible the Administrative Assistant will be included in the checks.

ii. Increments

Allowance had been made in the budget for an incremental step to be made in salaries for the Administrative Assistant to SCP 23 and the Committee agreed this should be confirmed. It was noted that the salaries for the Clerks are capped at SCP 34.

iii. Lone Working Policy

The Committee also **agreed** a Policy is required with regard to Lone Working and the Clerk will liaise with Mrs Ogden and prepare a document for consideration at the July F&R meeting.

iv. Late Items

None.

17. Kesgrave Market

Mr Comber presented a spread sheet on the anticipated income and expenditure for the market. This was discussed by the Committee who **agreed** an approach for funding should be made to SPARK and the County Councillor Locality Budget in recognition of this social amenity. The document attached at **Annex 6** to the permanent copy of these minutes will be presented to Full Council at their meeting in May.

The Committee also agreed with Mrs Ogden's suggestion that their thanks be recorded for the considerable commitment demonstrated by the Market Manager.

19. Millennium Sports Ground Maintenance Contract 2012/2013

The Clerk reminded Members that following their debate at the April Council meeting and a subsequent email from the Kestrels Secretary, a decision had been made to request revised quotations from the three contractors. Only two quotations had been received and it was **agreed** to accept that of Eastern Facilities Management Solutions of £2,370. It was noted that heavy rolling of the pitch was not recommended by either contractor.

The Chairman closed the meeting at 9.58pm.

Chairman