

KELVEDON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the meeting held on Tuesday 25 May 2010 at 6 p.m. in the Council Chamber

Present: Cllr J Hackworth in the Chair
Cllrs Mrs J Anderson Q Colborn Mrs L Hill
Clerk Ms L R Fuller
Also present: Cllr T Dixon

- F1/2010-11 Election of Chairman and Vice Chairman**
Cllr Hackworth was elected Chairman of the committee, and Cllr Colborn appointed Vice Chairman, for the year 2010/11.
- F2/2010-11 Apologies for Absence**
Apologies for absence were received from Cllr M Pilbeam.
- F3/2010-11 Confirmation of Minutes**
The minutes of the meeting held on 23 February 2010 were confirmed as a correct record and signed by the Chairman.
- F4/2010-11 Declarations of Interest**
None.
- F5/2010-11 Matters for Report**
None.
- F6/2010-11 Risk Assessment and Management**
The committee reviewed the council's risk assessment document and arrangements for management of risk and confirmed that they were satisfactory.
- F7/2010-11 Financial Checks**
It was agreed that Cllrs Colborn and Pilbeam should continue to carry out quarterly checks on the council's finances as required by the insurance company.
- F8/2010-11 Review of the Effectiveness of Internal Audit**
The committee noted the report on the arrangements for internal audit, which covered the scope of the internal audit, independence, competence, relationships and audit planning and reporting. All aspects were considered to be satisfactory.
- F9/2010-11 Annual Accounts 2009/10**
9.1 Annual Return
The committee approved the Statement of Accounts (Section 1 of the Annual Return) for recommendation to the Council, and considered the questions in Section 2 (Annual Governance Statement). It was agreed to recommend to the Council that all the questions could be answered "yes".
It was noted that arrangements were in hand for the internal audit to be carried out.
9.2 Council Accounts
The committee noted the more detailed information on the council's accounts for 2009/10.
- F10/2010-11 Balances**
The clerk informed the committee of the council's current balances.

F11/2010-11 Fixed Rate Bonds

It was agreed that up to £50,000 could be placed in fixed rate bonds if there were any suitable accounts available which would not have an adverse effect on the council's liquidity.

The Chairman agreed to research possible opportunities.

F12/2010-11 Grant

Cllr Hackworth declared a personal interest in this item as his wife is the secretary of the TVVA.

It was agreed to make a grant of 2/3 of the cost of reprinting the Two Villages Guide in 2011 (after the parish elections), up to a maximum of £400, and to make budgetary provision for this in 2011/12.

Power: LGA 1972 s142

F13/2010-11 Date of next meeting

6 p.m. on Tuesday 31 August 2010.

F14/2010-11 Exclusion of Press and Public

It was resolved to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as it contained confidential information relating to staffing matters.

F15/2010-11 Review of pay for Clerk's Assistant and Parks and Maintenance Warden

The committee noted the comparison between the current rates of pay and the equivalent national Spinal Column Points. The Clerk was asked to obtain information about the rate paid to other similar jobs. If any rise was awarded, it would be back-dated to 1 April 2010.

The committee also reviewed the rate paid to the contractor who acts as caretaker to the Old Fire Station. It was agreed that the rate would be the same as the hourly rate paid to the Parks and Maintenance Warden, but there would be no back-dated payment.

Signed:

Date: