

Whittington Parish Council

FINANCE AND EXECUTIVE COMMITTEE

Minutes of the Meeting of Whittington Parish Council's Finance and Executive Committee held on Tuesday 25th September 2018 at 6.15pm in the Senior Citizen's Hall, Whittington.

Councillors Present: Frank Davies, Greg Hickman, Paul Jones, Jill Whitby

Also in attendance: Mrs A Jones (Clerk)

7.18.FE	APOLOGIES FOR ABSENCE None received.
8.18.FE	DISCLOSABLE PECUNIARY INTERESTS Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. <i>[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer]</i> None declared.
9.18.FE	CONFIRMATION OF MINUTES To confirm the Minutes of the Finance and Executive Committee Meeting held on 21.08.2018. Proposed by: Paul Jones Seconded by: Frank Davies It was RESOLVED to CONFIRM the Minutes of the Finance and Executive Committee Meeting held on 21.08.2018 and they were signed as a true record.
10.18.FE	STANDING ORDERS Review the Council's Standing Orders and make recommendation to the council. The Committee reviewed the Council's Standing Orders, using the NALC Model Standing Orders as the template and updated the sections that require personalisation for the council. It was RESOLVED to RECOMMEND that the Council adopt these Standing Orders and that they be reviewed annually at the Annual Meeting of the Council in May.
11.18.FE	FINANCIAL POLICIES AND PROCEDURES a) Review the Parish Council's Financial Regulations and make recommendations to the Council The Committee reviewed the Council's Financial Regulations, using the NALC Model Financial Regulation as the template and updated the sections that require personalisation for the council. It was RESOLVED to RECOMMEND that the Council adopt these Financial Regulations and that they be reviewed annually at the Annual Meeting of the Council in May. b) Review the Parish Council's Accounting Procedures Risk Assessment and make recommendations to the Council The Committee reviewed the Council's Accounting Procedures Risk Assessment and it was updated to conform with all elements of the Financial Regulations to ensure there are no discrepancies or differences between the two documents. It was RESOLVED to RECOMMEND that the Council adopt these Standing Orders and that they be reviewed annually at the Annual Meeting of the Council.

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	<p>c) Review the Parish Council's Internal Control Procedure. The Clerk presented the Internal Controls Check List and as per Financial Regulations, proposed putting in place a procedure where the accounts are internally checked following the end of each quarter by a councillor who is not a signatory on the accounts. It was RESOLVED to RECOMMEND that the Check List be Approved and that the role for carrying out the internal quarterly checks be rotated between all councillors who are not signatories and not the Chair.</p> <p>d) Make recommendations to Council on the appointment of an Internal Auditor for 2018/19 It was RESOLVED to RECOMMEND that Bernard Townson be appointed as internal auditor for 2018/19.</p>
12.18.FE	<p>FINANCIAL MATTERS</p> <p>a) Monitor financial progress of the council's expenditure against budget. Committee members considered the budget report which has been drafted as an estimate of the position at the end of the 2nd Quarter (up to 30th September). No concerns were identified. RESOLVED to note.</p> <p>b) Consider opening an additional account to deposit council funds and make recommendations to the Council. The report compiled by the Clerk was considered by committee members and it was RESOLVED to RECOMMEND to the Council that they open a 95 day saver account with Nationwide (interest payable annually).</p> <p>c) Consider the External Auditors report and make recommendations to the Council. The External Auditors report was presented to councillors. The External Auditor had no comments to make. RESOLVED to Note.</p>
13.18.FE	<p>DATE AND TIME OF NEXT MEETING</p> <p>To agree the date and time of next meeting</p> <p>It was AGREED that the next meeting of the committee be held on Tuesday 18th December at 6.15pm</p>
14.18.FE	<p>EXCLUSION OF PRESS AND PUBLIC - To resolve:</p> <p>That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.</p> <p>a) Staffing Matters – Carry out the Clerk's end of probation period review. The review was carried out by Committee members and the Clerk issued with a letter confirming the end of the probationary period.</p>

Meeting closed: 19.25