

# WASHINGTON PARISH COUNCIL



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## Finance Committee Meeting

Draft MINUTES of the Finance Meeting held on Monday 25<sup>th</sup> April 2022 at Washington Village Hall (Dore Room).

**PRESENT:** Cllr C Beglan (CB), Cllr P Heeley (Chairman), Cllr T. Keech (TK), Cllr G Lockerbie (GL) and Cllr A Lisher (AL)

**ALSO:** Z Savill. Clerk to the Council

**MEMBERS OF THE PUBLIC:** 0

**ABSENT:** 0

The Meeting was opened by the Chairman at 20:00 hrs

**1. Apologies for absence**

None. All present.

**2. To record declarations of interest from members in any item to be discussed and agree**

**Dispensations**

None.

**3. To Approve Minutes of the last Finance Meeting of 6<sup>th</sup> December 2021**

The draft minutes of the meeting on 6<sup>th</sup> December 2021 were previously circulated and it was **RESOLVED** they are **ADOPTED** and duly signed by the Chairman.

**4. To Receive, Review and Recommend the Year End 2022 Financial Report (reconciled).**

Members received and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Financial Report for the Year End 31<sup>st</sup> March 2022 (reconciled) to be duly signed by the RFO (Responsible Financial Officer) of the Council. Recommendation to be considered at the Annual Parish Council Meeting on 9<sup>th</sup> May 2022.

**5. To Review the Council's Policies and Risk Assessments**

The Council's policy documents and risk assessments were previously circulated with the Interim Audit Report 2022 from the Internal Auditor, Mulberry & Co. Core documents were published on the Council's website. Members discussed all the documents and the auditor's advice on updating



the Standing Orders to reflect NALC's changes in 2020. It was unanimously **RESOLVED** to make the following recommendations to be **APPROVED** at the Annual Parish Council Meeting on 9<sup>th</sup> May:

1. **Standing Orders** – To adopt the content of NALC's latest model and ensure the index correctly corresponds with sequential order of content; remove reference to the General Power of Wellbeing S025 (no longer exists) from the index; ensure the inclusion of two key sections of the statutory requirements in the NALC model, namely **SO 20 Responsibility to Provide Information** and **SO 21 Responsibilities Under Data Protection**.
2. **Financial Regulations:** Agree without amendment
3. **Financial Risk Assessments:** Agree without amendment. TK kindly agreed to conduct the Council's internal control reviews for the year. It was noted that security of the Council's funds above the Financial Services Compensation Scheme (FSCS) limit had been addressed by transferring reserves to a second bank account. Authorisation of payment and transfers for each account requires approval from two approved signatories.
4. **Non-Financial Risk Assessment:** Agree without amendment
5. **Litter Warden Risk Assessment:** Agree without amendment.
6. **Code of Conduct** – Agree without amendment. It was noted that this policy was adopted in January.
7. **Co-option Policy:** Agree without amendment. It was noted that the consideration of a candidate is normally open to the public. The exception is where there is a risk of disclosure of information in an application which may be prejudicial to the public interest. This includes exclusion of the candidate who is a member of the public.
8. **Complaints Procedure:** Agree with one amendment to add the contact details of the Vice-Chairman. The Chairman's and Clerk's contact details were already included.
9. **Publications Scheme:** Agree without amendment.
10. **Document Retention Scheme:** Agreed with one amendment to reduce the time period for retaining routine correspondence from 1yr to 6 months for the purposes of file management and greater protection of subject privacy. This includes correspondence on the Council's cloud files. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
11. **Subject Access Request:** Agree without amendment.
12. **Communications Protocol:** Agree without amendment
13. **Privacy Notice:** Agree without amendment
14. **Bench Policy:** Agree without amendment

**6. To Review the Council's and Washington Recreation Ground Charity's Asset Registers**

Members reviewed the Council's and its Recreation Charity's asset register. Following a discussion, it was **RESOLVED** unanimously to **RECOMMEND** that the Council's two redundant bus shelters on the A24 are deleted as these had been recently dismantled by WSCC on its instruction. It was further unanimously **RESOLVED** that the current value of all the assets is reviewed and to consider taking off items which are valued below the insurance excess value. It was noted that the Council would need to take into consideration that some of the lower value items may need to be retained in the event of a joint claim from a single incident of damage or theft. TK kindly agreed to conduct the review in time for consideration at the Annual Parish Council Meeting on 9<sup>th</sup> May. The clerk would also require the figures for the insurance quotations.

**7. To Review the adopted 2022/23 Budget**

Members considered the RFO's report of the Council's opening 2022/23 budget position with no recommendations for amendments. It was **NOTED** that the opening balance for April 2022 was slightly lower than anticipated because of unreconciled recovery of remaining vat. Following a

discussion, it was unanimously **RESOLVED** to note the budget position with no recommendation for amendment at the Annual Parish Council Meeting on 9<sup>th</sup> May.

**8. To Review and Recommend the Council's insurance renewal**

Members noted that the Council's insurance is due for renewal on 1<sup>st</sup> June. The clerk had made two requests for quotes from the broker, but nothing had been received in time for the meeting.

**RESOLVED** unanimously to defer the item for consideration at the next Full Council meeting on 9<sup>th</sup> May. Clerk to chase for the quotes.

**9. To Agree the Internal Auditor for 2022/23**

Members considered and unanimously **RESOLVED** to engage Mulberry & Co to conduct the Council's Year End audit on 30<sup>th</sup> May. They agreed the quotation of £60 per hour and mileage allowance.

**10. To Agree date of Next Meeting**

There being no further business to transact, the meeting was closed at 21:07 hrs

Signed..... 

Dated..... 5. 12. 22.....

DRAFT