

FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee held at 7.00pm on Thursday, 9th March 2006 at The Institute. Councillor Auger, Chambers (Chair), Blessett, Stevens, and the clerk Mrs Sheila Kostyrka.

31 APOLOGIES FOR ABSENCE – Cllr Pelling (family commitment) Cllr Warrick sent apologies after the meeting due to work commitments.

32 DECLARATIONS OF INTEREST – None.

33 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 December 2005, having been previously circulated, were approved as a true and correct record and signed by the Chairman. The Clerk was asked to attach the previous minutes to agendas.

ACTION CLERK

MATTERS ARISING - None

34 2004/2005 AUDIT RETURN REPORT

The audited Annual Return for the year end 31st March 2005 had been received and the closure of the audit would now be advertised.

ACTION CLERK

35 DOCUMENT AND STORAGE RETENTION POLICY

The Committee reviewed the Document and Storage Retention Policy and **recommended** that the Newsletter be retained indefinitely in electronic and hard copy format. It was also **recommended** that a formal approach be made to Deepings Heritage to enable the setting up of a local archive, and to establish a working party. A copy of the Policy is attached at Appendix 1 to this report. It was noted that there were currently no receipt books, and the Clerk would order some.

36 REVIEW OF THE TERMS AND REFERENCE OF THE FINANCE COMMITTEE

The Committee reviewed the Terms of Reference, and it was **recommended** that the following statements are incorporated into the existing Standing Orders at 45c, and for clarity, the Finance Committee to be renamed Finance and General Purposes Committee:

1. To implement and review Policy Documents for recommendation to Council:

- Financial Regulations
- Data Protection Act
- Freedom Of Information Publication Scheme
- Equal Opportunities Statement
- Grievance Policy Statement and Disciplinary Procedure
- Crime & Disorder Act
- Code of Conduct on Complaints
- Document Storage and Retention Policy
- Best Value Policy Statement

2. To review security of monies, keys and back up systems:

- Back up of computer documents weekly, virus protection and firewalls
 - Safe keeping of monies/stamps/documents and archives
 - Key retention control and methods
3. To consider Health and Safety issues and make recommendations to Council:
- Parish Council Office/Meeting Room
 - Lone working
4. To consider all Personnel issues and make recommendations to Council:
- Recruitment, contract and appraisal requirements
 - Discipline and grievance issues
 - Salary reviews and Terms and Conditions of Employment

The Clerk was asked to provide a summary statement of the Disability Discrimination Act to add to our Policy Documents. A list of key holders is to be established and Mr Able is to be approached regarding the key to The Cross. The United Charities are to be approached regarding concerns about evacuation from the first floor. (Regulatory Reform Fire Safety Order 2005). It was confirmed that Norton Anti-Virus Protection had been purchased.

ACTION CLERK & CLLR BLESSETT

37 CURRENT FINANCIAL POSITION

The review of the authorisation verification for telephone banking is ongoing. Details of the current bank balances were circulated for information. The Clerk reported that a backup of the accounts and all files was taken at changeover on 29.01.06. There are currently several discrepancies on the existing financial system regarding budget allocation and processing for the purpose of the annual return. It was noted that it is possible that items were lost with the recent computer problems.

It is **recommended** that the Clerk engage an accountant to produce the end of year accounts and supporting statements to ensure it complies with the audit regulations if inadequacies are found and the accounts are not reconcilable.

ACTION CLERK

38 DATE OF NEXT MEETING

The date of the next meeting is Thursday 6th June at 7pm at The Institute.

The meeting finished at 8.05pm