



DEEPING ST JAMES PARISH COUNCIL

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Parish Clerk: Julie Fortnum

Minutes of the Finance and General Purposes Committee held on Thursday 22 May 2014 at 7.45pm in the meeting at the Institute.

Present - Councillors Barber, Gilbert, Pelling, J.Stevens and Wallis and the Clerk, Julie Fortnum.

Any member of the public can attend all Council and Committee meetings to see the work of the Council. Full Council meetings are held on the last Thursday of each month which start with a 30 minute public forum for questions and issues to be raised.

- 20.14 To receive apologies for absence.**
Cllrs. Blessett, Baxter, Bowell, Dilks and Shinkins
- 21.14 To receive declarations of interest, if any.**
None received
- 22.14 To adopt the Minutes of the previous meeting held on Thursday 20 March 2014 (enclosed)**
Agreed and signed by Cllr. Pelling who chaired the meeting
- 23.14 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**
The maintenance worker was on sick leave from 25 March 2014 to 30 April 2014 and his duties were covered by a local handyman. He has advised that his second operation is scheduled for 10 June 2014. The same individual is available to cover as before.
The Clerk advised that the operation date had now changed to 8 July 2014
A quotation has been obtained from for ill health liability insurance offered by Legal and General.
- Ac The Clerk was asked to obtain more information about the deferred period as the general feeling was that the quote of £377 was good. To be considered further at the next F&GP Committee in July**
World pay have contacted the council about receiving payments by card and offered to do a presentation.
It was agreed that a card payment facility was not required so the offer would not be taken up.
The Clerk and Chair of F&GP met on the evening of Wednesday 14 May 2014 to discuss the intermediate audit (the council has been selected as part of the 5% sample of councils that requires this) and the completion of section 1 and 2 of the annual return for the financial year 31 March 2014.
The Solicitors have confirmed that the deed of variation – playing field land at the Deeping School agreed and signed on behalf of Lincolnshire County Council has been received and the parish council is now required to sign it.
- 25.14 To receive the 2013/14 internal auditors report and discuss and agree any action required (Carol Precey to attend).**
Cllr Wallis introduced this as Carol Precey was unable to attend. Both of them had had a meeting on Tuesday when the report had been discussed. Cllr. Wallis brought the points requiring action listed below to the members attention.
Internal Audit tests applied
– Signatories have continued to initial the cheque stubs and seen invoices, however not all invoices are initialled to confirm this.
- Rec Recommendation to full council - that the requirement to do this would be reinforced at the next full council and that the clerk would remind the cheque signatories of the requirement prior to the cheques and invoices been handed to them for signing**
– instances where one cheque is used to pay two invoices is not always noted on the paperwork.
- Rec Recommendation to full council that this requirement should adopted by the Clerk, that standing orders should be amended to include this and that the signatories should be made aware that it was now a requirement.**
– The VAT figure of £3745.96 (some of which dated back to 2011) reported in last years internal audit was not reclaimed until March 2014 so will be received in the 2014/15 accounting year.
- Ac This was noted and the Clerk was asked to speak to the councils accountants as to how VAT was dealt with.**
– Four signatories given view only excess to check the Clerks activities whilst doing online banking but no rota is in place for these checks to happen.
- Rec Recommendation to full council that such a rota should be drawn up and adhered to and that the Clerk should print out a bank statement and present it at each Finance committee meeting.**
The Clerk was also requested to liaise with the council's bank about opening a further bank account with a limited balance for online banking use
- The carry forward figure has again increased
- Ac The Clerk was asked to provide the general reserve and earmarked reserve figure at the next full council meeting.**
5- There had been two resignations and two new Councillors had been co-opted during 2013/14. Neither of them had undergone any councillor training this also applied to a