

**Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 17<sup>th</sup> May 2017 @ 20.00, Parish Room, Church Lane, Doddinghurst.**

**Present:** Cllrs. Mrs Dicker (Chairman), A Farrow, G Smith, Julia Le Page, M R Capon

1. **Election of a Chairman:** Nominated and Seconded Mrs D Dicker was elected Chairman of the committee.
2. **Apologies for absence.** Cllr D Powell.
3. **Declaration of Interests relating to items on the agenda.** No interests declared.
4. **👉Resolved:** Approved, minutes of the meeting held on 16<sup>th</sup> November 2016.
5. **Information: Update on actions since last meeting.**
  - End of year and Audit processes completed.
6. **Information: Budget overview and capital spend projects in 2017/18.** The 2017/18 Band D precept for Doddinghurst Parish Council is now £56.38 against a national average band D precept of £61.03 and the total Council Tax for Doddinghurst Band D is £1624 against a national average of £1662 for shire areas or £1641 for unitary authorities. (see the "Council tax levels set by local authorities" publication of 29<sup>th</sup> March 2017). The budget Forecast for 2017-8 with actuals for the past 4 years and forecast into 2018 was reviewed. A reserve fund for replacement play equipment is to be established over the next 10 years.
7. **Information: The external audit regime and the Parish Council Audit report.** The translation of the 16/17 income and expenditure data into the audit return was explained and the allocation of £89,517 of funds from the 16/17 year discussed. The Audit Governance statement was reviewed in depth as was the annual statement for 2016/17.
8. **👉Resolved:** Approved the External 2016/17 Audit submission and Governance Statement compliance. This will be formally approved at the full council meeting to be held on the 7<sup>th</sup> June 2017.
9. **Information/ Resolution: IT systems vulnerability assessment and Resolution to mitigate problems.** The Council has maintained a dual redundant hardware and software configuration to cater for unexpected failure of a laptop or key software. The recent failure of the Deputy Clerks W8.1 machine had means that the dual redundancy had been lost as we now have incompatible W10 and W8.1 machines. In addition Fasthost, who maintain the website server for the Parish Council, had advised that the file system used by Dreamweaver 2004 is now obsolete. They would continue to maintain it but at a price - as yet undefined. **Resolved:** The Committee approved the expenditure of up to £1000 by the Clerk to restore a redundant hardware IT configuration and suitable replacement Sage software. Essex info.net is being considered as a future website host.
10. **👉Resolved:** Approved the Parish Council Insurance Renewal due on the 31<sup>st</sup> May 2017 with AON. (three quotes obtained and one no quote from Zurich).
11. **👉Resolved:** Approved: Risk assessment schedules for 2017/18 issued to councillors for their action.
12. **Any Other Urgent Business** strictly for information only.

**The meeting was closed at 22.00**

Signed:.....Deborah Dicker (Chairman)

Dated: 15<sup>th</sup> Nov 2017