

**Minutes of the Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 20<sup>th</sup> October 2010 @ 19.30, Parish Room, Doddinghurst Road, Doddinghurst.**

**Present:** Clr. Mrs Dicker (Chairman), Mrs A Richards, G. Smith, G.W. Bateson, A. Farrow

1. **Apologies for absence.** None absent
2. **Minutes of the meeting held on 22<sup>nd</sup> September 2010.** Approved and signed.
3. **Update on actions since last meeting.** Draft revised NALC 2010 standing orders (Part 2) circulated for comment and accepted as issued. The Clerk is to issue a copy to all Councillors. New Standing Orders for Local Councils Part 1 and Part 2 (NALC 2010) obtained. Part 1 was reviewed, in particular page 51 - checklist of essential tools required for effective governance – with which the Council complied.
4. **2009/10 External Audit and Closure notices:** The completion of the audit closure notification was confirmed with Pages 1 – 3 of the audit return being displayed along with the formal notice notifying residents of their rights to see the audit return.
5. **Review of Audit and Audit governance statement.** The external audit statement with no major comments (section 3) was noted and section 2 of the annual audit – Annual Governance Statement - was considered item by item to ensure compliance by the council.
6. **Bank Accounts, Cheque Signatories and Electronic Banking.** The Barclays Current Account has four cheque signatories, any two of which are needed to sign cheques. In order to enable the clerk to discuss transactions with Barclays it was considered that the clerk should become a fifth signatory and the third signee of cheques. It was also considered acceptable that online account access to Barclays Current and Business Saver Account for statement printing/viewing be obtained rather than rely on posted statements alone. Further, as the use of cheques is relatively expensive and subject to being made obsolete, consideration should be given to forms of direct debit/ standing order – as currently applied to Veolia Water.
7. **Streamlining Office and Admin Procedures.** The Clerk is to review admin process such as postage stamp log with a view to ceasing activities that provide minimum benefit.
8. **Risk Assessment, Insurance and ongoing claims.** All risk assessment for 2010 completed except the burial ground area. Insurance for 2010/11 is currently with Aon/ Allianz. Claims for damage to benches and log edging in the CPA have been submitted to Allianz. A cheque for the damaged picnic table less the compulsory excess of £250 has been received. No claims against the council have been made and any open claims from prior years are being treated as time expired by Allianz.
9. **Training.** Councillors to advise the Clerk of Training requirements for the 2010/11 budget.
10. **Staff Performance Reviews.** Noted: Clr Dicker is to undertake the Clerk's performance review and the Clerk is to complete a performance review for the Deputy Clerk.
11. **Preliminary 2010/11 expenditure and budget performance.** The actual and forecast income and expenditure for 2010/11 was reviewed. It is assumed that the Brentwood Borough Council Discretionary Grant will be cut to £13,722 for 2011/12, but costs were under control and stable. The view was expressed that in the current economic climate the precept for 2011/12 should be frozen despite an expected overall reduction in income for the 2011/12 year and a current RPI of 4.6%.
12. **AOB.** No items raised.

**The meeting was closed at 20.40**

Signed:

Dated: 17<sup>th</sup> November 2010