

Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 21st May 2014 @ 20.00, Parish Room, Doddinghurst Road, Doddinghurst.

Present: Clrs. Mrs Dicker (Chairman), A. Farrow, G.W. Bateson, C Enderby, G Smith.

1. Apologies for absence. None absent.

2. Declaration of Interests relating to items on the agenda. None declared.

1. Approved: Minutes of the meeting held on 16th October 2013.

2. Information: Update on actions since last meeting.

- Bank reconciliation for 13/14 completed.
- External audit return completed.
- Audit Variance analysis completed.
- External Auditors letter completed.
- Annual Report for 13/14 completed.
- Update on changes to the “financial framework” for Parish Councils - see item 6 below.
- Meeting with BBC MD on 21 May 14 re. Grant Funding
- June 2014 Newsletter with financial report issued for publication.
- Councillor Registration of Interests ongoing. Noted that a new BBC Monitoring Officer has been appointed, Mr David Lawson.
- Internal Audit undertaken

3. Approved the External Audit submission and Governance Statement compliance.

4. Parish Council Insurance Renewal due on the 31st May 2014. Two quotes have been obtained. The Clerk is to establish the Personal Insurance cover provision and cost of this from AON (quoted as optional) and if there is leeway for reduction on the Aviva quote (provided via Came & Co). The Clerk was given authority to progress the payment once the queries had been resolved.

5. Approved Agreed The Risk Assessment schedules and assignments for 2014/15.

6. Approved The “Governance & Accountability for Local Councils - A Practitioners’ Guide -2010, Appendix 11 compliance statement - to take advantage of modern payment methods. This has been added to the financial regulations (see 7 below) at Annex A. Appendix 11 entitled “Safeguarding Public Money” was issued and reviewed by the Committee.

7. Approved A 2014 revised set of Financial Regulations that takes into account the abolition of the 1972 Local Government Act requirement for two member signature on cheques, the 2014 NALC Financial Regulations recommendations and, as relevant, the 2014 Local Audit and Accountability Act. A new, two signature, bank payment order to be used for Bank Payments to suppliers and staff in lieu of a cheque was reviewed and agreed.

8. Any Other Urgent Business strictly for information only. None raised.

The meeting was closed at 22.00.

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

Dated: 18th November 2014