

MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** duly convened and held in **The Committee Room, Malvern Wells Village Hall, Wells Road** on **Thursday 21st July, 2011 commencing at 7.30pm.**

Attendance: Councillor N Johnson (Chairman)

Cllrs Cllrs K Wagstaff, Mrs A Bradshaw,
B Knibb, Mrs H Burrage, Mrs A Cheeseman
and M Victory

Apologies: Cllr A Hull

In Attendance: Mr D M Taverner (Clerk and Responsible Finance Officer)

1 Declarations of Interest for a) the Meeting and b) Any Changes to be notified to the Registers of Interests and Gifts & Hospitality: There were none.

2 Minutes

The Minutes of the meeting of the Committee held on 28th April, having been previously circulated, were accepted and signed by the Chairman as an accurate record.

3 Matters Arising from the Minutes

Cllr Wagstaff asked if there was any provision in the Council's reserves for the purchase of new play equipment for St Wulstans green. The Clerk replied that whilst there is no specific current provision it was open to the Council to create a new earmarked reserve by a transfer from the general fund balance at any stage.

Councillors also discussed the potential for the provision of play equipment in the Fruitlands area if a suitable site of land could be found.

The Clerk was asked to investigate whether any external grant funding might be available to support the development of such facilities. Cllr Mrs Cheeseman also suggested that the District Council should be asked to release any section 106 deposits that may be being held on behalf of the Parish to help bolster the funding available for these and other projects.

4 To Consider & Accept

a) The Quarterly financial Report: The Clerk presented the previously circulated quarterly report showing actual income and expenditure for the period ending 30th June, 2011.

Members noted that the financial projections for the remainder of the financial year were anticipated to give rise to a surplus of approximately £7K against the 2011/12 original budget. This was mainly due to savings arising from the elections budget (£1.5K), Gas Lamps maintenance and running costs (£3.5K), Insurances (£0.5k), grass cutting contract (£0.9K) and other administrative savings (£0.6k).

In accordance with previously agreed Council policy it was planned that the following additions would be made to the Council's Earmarked reserves to provide for future years commitments in respect of:-

Future Cemetery Land purchase	£3k
Assarts Road playing Field	£2k
St Peters Closed Churchyard	£0.5k
Staff Pension Gratuity	£0.6k

Contributions from Earmarked Reserves would be released during the year to fund:-

Cemetery Railings Painting	£1k
Section 106 – St Wulstans Grass Cutting	£1k7

The Council's total earmarked reserves at 31st March, 2012 were now estimated to rise to £45k and the General Reserve was likely to increase to some £29K

The quarterly report was accepted **for recommendation** to Council.

b) **The Bank Reconciliation to 30st June, 2012:** The clerk presented the figures contained in the previously circulated bank reconciliation and Members accepted the figures contained therein **for recommendation** to Council.

5 Final internal Audit report 2010/11

Cllr Johnson presented the previously circulated final internal audit report for the financial year 2010/11.

The Council's accounts for 2010/11 had been reviewed by Phillip Wain of SoftQuality Ltd and an unqualified audit opinion had been given.

The auditor had commented that the controls operated by the council continued to be effective and financial controls continue to be strong. Council records have continued to be well maintained, are up to date and in good order.

The auditor suggested a slight wording change to Council Standing 72 - amending the word "may" to "shall". This suggested change was **approved** by the Committee for recommendation to Council.

The auditor had noted that the review of the Council's risk register was being undertaken on an ongoing basis by the Clerk in consultation with the Chairman. This approach was considered to be consistent with the proper risk management and control. Any urgent actions necessary in this regard would be taken by the Clerk acting in conjunction with the Chairman of the Council and the Chairman of the Finance & General Purposes Committee where necessary.

A report on any key changes to the Council's risk profile would be made to succeeding meetings of the Committee and full Council as appropriate.

6 Review of Standing Orders

The clerk had previously circulated the Council's Current standing orders for consideration and review by Members of the Committee.

Whilst Members were satisfied with principals set out in the standing orders document it was felt that greater clarity and the use of plainer English would be useful in certain sections to aid in understanding with of the content. The Clerk was asked to undertake a review of the wording of sections of the document by reference to the latest National Association of Councils model.

There being no further business the meeting closed at 8.35pm

Chairman

20th October, 2011