

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 10 July 2018 commencing at 7.45pm

Present: - Cllr Waterman- Chairman

Cllrs	Alexander	Honeyman	Stennett
	Anderson	Parkin	

Officers in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).
Also in attendance: Cllr Jefferies.

PUBLIC DISCUSSION PERIOD

There were no members of the public present.

18/073 Election of Chairman for the Municipal year 2018-19

Cllr Waterman was nominated by Cllr Alexander and seconded by Cllr Anderson. There being no other nominations he was duly elected.

Nem Con.

18/074 Election of Vice-Chairman for the Municipal year 2018-19

Cllr Honeyman was nominated by Cllr Alexander and seconded by Cllr Parkin. There being no other nominations he was duly elected.

Nem Con.

18/075 Apologies for Absence

Apologies were received from Cllr Harrison.

18/076 Declarations of Interest

There were no declarations of interest.

18/077 Minutes

The minutes of the Finance & Administration Committee held on 10 April 2018 were approved.

Nem Con.

18/078 Appoint 5 members to the Staffing Sub-Committee

Cllrs Anderson, Honeyman, Parkin, Stennett and Waterman were on this committee last year and all were willing to serve again this year.

Nem Con.

18/079 Accounts for Payment

PARISH COUNCIL ITEMS		
201036	ESPO - toilet rolls and disinfectant	21.50
201037	M B Wilkes x 2 - topsoil	80.26
201038	Dorset Electrical - fire alarm service	160.51
201039	CMVH - meeting room hire	338.40
201040	Broadstone Link - newsletter delivery	201.24
201041	Topcoat Print - newsletter printing	290.00
201042	Borough of Poole - Grounds Maintenance May	739.20
201043	K9 - June security at rec.	720.00
201044	K9 - to supply keyholding service for g'stuff building from 01.07.18 to 31.12.18	252.00
201045	EDGE IT Systems - 4th year of 5 year contract	564.00
201046	Move Catering - credit for cancelled matches as agreed by PC	68.00
201047	HMRC - PAYE/NIC Month 4	2106.50
201048	DCPF - Superannuation Month 4	2956.88
autopay	Month 4	8224.04
dd 02.07.18	Water2business - water usage cemeteries/allotments Dec 17 - May 18	271.78
dd 02.07.18	UK Fuels - fuel	120.80
dd 25.07.18	Chubb - fire extinguisher rental g'stuff bldg. July	16.92
card 27.06.18	Post Office - stamps	64.70
card 22.06.18	Tesco - mobile top up for groundstaff	20.00
card 21.06.18	Co-op - sellotape	2.00
	TOTAL	17218.73
VILLAGE HALL ITEMS		
201036	ESPO - toilet rolls and brush	31.00
201038	Dorset Electrical - fire alarm service	160.51
dd 02.07.18	Water2business - water usage June - December	556.63
	TOTAL	748.14

Cllr Parkin queried the cost of the keyholding service for the groundstaff building and agreed to give the Clerk details of the company she uses personally to obtain a quotation.

Nem Con.

18/080 Budget Monitoring Report for the quarter ended 30.06.18 (Appendix 1)

The budget monitoring report for the quarter ended 30.06.18 was noted.

Nem Con.

18/081 Annual Risk Assessment Exercise (Appendix 2)

The changes to the Annual Risk Assessment Exercise were noted and agreed.

The Clerk informed members that she would be giving a report on planned business continuity at the October meeting.

Nem Con.

18/082 Review of Banking and Investments

It was agreed to continue with the current policy of investing longer term in the Public Sector Deposit Fund and ensure that no more than £85000 is held with any banking institution where possible continues.

Nem Con.

18/083 Update on Capital Projects

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	Opened 4 July 2018. Official opening planned for August 2018. Some snagging and monitoring to take place over the next 2 months. Litter a problem, may ease off. Consider additional or larger bin. It was decided to monitor the situation as it may be necessary to purchase a larger litter/recycling bin.	£119850 installation There will also be the cost of crown lifting a tree and clearing a drain. Clerk informed of additional costs for Project Manager and Health & Safety management fee.
Replacement gates at Towers Way Play Area	£2000	Completed	£2175
Mini-refurbishment of Henbury Play Area – replacement components	£5000	Not yet started – likely to take place in 2018-19. Larger refurbishment being considered by Community Services Committee: Clerk to obtain quotations. The licence expires in 2019 – Clerk asked to tie licence up first before investigating providing a safety rail on the pavement.	
Plant replacement	£8000	Two new strimmers. Quotation to be sought for replacement ride-on.	£1030.00
Cemetery works	£15000	Quotations to be considered by Community Services Committee in August	

Nem Con.

18/084 Items of Information and Matters for Forthcoming Agendas

- a) Cllr Parkin suggested that the Parish Council should consider funding for projects which would enhance the village. She agreed to chair a working party to look into this. Cllrs Honeyman and Stennett agreed to join the working party. This will also be taken to Full Council in July to see if any councillors wished to join.
- b) Cllr Honeyman commented on the broken and leaning posts and bollards near the roundabout at Lake Gates and that they did not give a good impression to people coming to Corfe Mullen.

18/085 Date and time of the next meeting

The date and time of the next meeting was confirmed as Tuesday 9th October at 7.45 pm (*time subject to change*).

The meeting closed at 8.20pm.

	2018-19	To 30.06.18	To 30.06.18	Variance
	ANNUAL BUDGET	EXPECTED	ACTUAL	
INCOME	£		£	
Precept	294475	147238	147238	0
Cemetery Fees	16995	4249	2375	-1874
Bank interest	625	156	235	79
Allotment Rents	0	0	0	0
Recreation	1400	3	3	0
FOI income	5	1	0	-1
Booklet/dvd/Sales	40	10	0	-10
Other income	50	13	55	42
Rent from CMYT	0	7700	7700	0
TOTAL INCOME	313590	159369	157605	-1764
EXPENDITURE				
Employees				
Salary & wages	153592	38398	38148	-250
Travelling expenses	500	125	134	9
TOTAL	154092	38523	38282	-241
Recreation				
Grounds maintenance	30250	7563	5356	-2207
Insurance	575	288	237	-51
Rent - DCC	700	0	0	0
Play Equipment maintenance	1400	350	2175	1825
Dog wardening	4000	4000	3900	-100
Community orchard	300	75	0	-75
TOTAL	37225	12275	11667	-608
General Administration				
Professional services	3100	1033	1005	-29
Staff training and prof fees	1000	250	286	36
Member training	360	90	0	-90
Insurance	2406	1203	1114	-89
DAPTC	1283		1247	1247
Audit fees	1750	0	0	0
Hire of rooms	1390	348	338	-9
Advertising	250	63	0	-63
Members travelling exps	180	45	0	-45
Chairman's allowance	1500	1250	861	-389
Parish Newsletter	2000	500	458	-42
Publications & subscriptions	150	94	90	-4
Website/software/computer support/maint	1850	463	879	416

APPENDIX 1 (CONTINUED)

PWLB loan interest	2000	1000	683	-317
Election costs	0	0	0	0
Rent: Lockyers Hub	0	4750	4750	0
Miscellaneous	180	45	152	107
TOTAL	19399	11132	11862	729
Office Costs				
Postage, Printing & Stationery	1050	263	207	-56
Telephone/Internet	1380	345	401	56
Office Expenses	7360	4540	4501	-39
TOTAL	9790	5148	5109	-38
Vehicles & Plant				
Licence & Insurance	1205	402	389	-13
Petrol/Repairs	3500	875	557	-318
TOTAL	4705	1277	946	-331
Cemeteries				
Insurance	359	179	311	132
Rates and utilities	2395	2320	2417	97
Repairs & maintenance	550	138		-138
TOTAL	3304	2637	2729	92
Grants to outside organisations				
Small grant programme/donations	5500	0	0	0
CMVH grant	15000	15000	15000	
Youth Trust revenue grant	36104	9026	7700	-1326
Total	56604	24026	22700	-1326
Highways & Street lighting	1340		199	199
Allotments				
Rent of land	205	51	0	-51
Water	500	250	242	-8
Maintenance	240	60	60	0
Legal fees re new site	1250	0	0	0
TOTAL	2195	361	302	-60
TOTAL EXPENDITURE	288654	95379	93796	-1583
EXCEPTIONAL AND CAPITAL INCOME				
CIL receipts	0	0	894	
Capital grant: Mitigation Fund for Wheel Park	0	0	60000	

APPENDIX 1 (CONTINUED)

TOTAL EXCEPTIONAL INCOME			60894	-1651
EXCEPTIONAL AND CAPITAL EXPENDITURE				
PWLB Loan repayments	8800	4400	4458	58
Cap exp Earmarked reserves	150000	60000	45490	
Allotments provision	2000	0	0	0
Provision for devolved services	10000	0		
TOTAL EXCEPTIONAL EXPENDITURE	170800	64400	49948	58

RISK ASSESSMENT EXERCISE JULY 2018	FOR REVIEW
ITEM 1	RISKS COVERED BY INSURANCES
FULL REVIEW OF INSURANCES TOOK PLACE SUMMER 2016 WITH INSURANCE COMPANY AND AGREED BY FULL COUNCIL.	
ITEM 2	RISKS MANAGED WITH OTHERS
RISK	OTHER BODIES INVOLVED
SECURITY FOR VULNERABLE BUILDINGS, AMENITIES AND EQUIPMENT	POLICE, HENBURY SCHOOL, CANFORD ESTATES, Great Heath Project, SPORTS ASSOCIATION, Lockyers School, Wimborne Academy Trust, CO-OP, VILLAGE HALL, COMMUNITY ORGANISATIONS, EDDC AND DCC. CMSA amended agreement signed Autumn 2016. CMSA lease for pavilion currently being renegotiated with the Parish Council likely to take on more responsibility for the building's maintenance. Licence agreement with Wimborne Academy Trust for Lockyers Community Hub.
MAINTENANCE FOR VULNERABLE BUILDINGS, AMENITIES OR EQUIPMENT	EDDC, HENBURY SCHOOL, DCC, , Lockyers School, Wimborne Academy Trust, CANFORD ESTATES, Great Heath Project, SPORTS ASSOCIATION, VILLAGE HALL. See above re CMSA.
PROVISION OF SERVICES BEING CARRIED OUT UNDER AGENCY/PARTNERSHIP AGREEMENTS WITH PRINCIPAL AUTHORITIES	Agency agreement signed 1.7.18 with DCC for works on the highway.
BANKING ARRANGEMENTS, INCL BORROWING AND LENDING	BANK, DAPTC, PWLB, INTERNAL AUDITOR, SLCC.
AD HOC PROVISION OF AMENITIES/FACILITIES FOR EVENTS TO LOCAL COMMUNITY GROUPS	CARNIVAL COMMITTEE, FIRE SERVICE, POLICE, EDDC, DCC, VILLAGE HALL, LOCKYERS COMMUNITY HUB, COMMUNITY ORGANISATIONS.
VEHICLE OR EQUIPMENT LEASE OR HIRE	Logik (PHOTOCOPIER). Lease up for renewal in 2018
TRADING UNITS	SPORTS ASSOCIATION (REC), CATERING UNIT, CANFORD ESTATES, ALLOTMENTS SOCIETY, DAPTC (ALLOTMENTS) DAPTC, DCLG (CEMETERIES) INSTITUTE OF CEMETERY AND CREMATORIA MANAGEMENT (CEMETERIES)
PROFESSIONAL SERVICES	Architectural services, Legal Services, Audit Services (Audit Commission, External Auditor, Internal Auditor, DAPTC, SLCC), H&S/HR services - Ellis Whittam
TENANCIES, LEASES & AGREEMENTS (ISSUED TO CMPC)	Clerk to ensure all in force and renewed and reviewed as appropriate (diarises). Also outlined in notes to annual accounts. All leases kept in fireproof cabinet and also scanned with remote backup. Current landlords are EDDC, DCC, CANFORD ESTATES.

APPENDIX 2 (CONTINUED)

INTERNAL CONTROLS TO MANAGE THESE RISKS	
STANDING ORDERS AND FINANCIAL REGULATIONS	In place to deal with award of contracts or the purchase of capital equipment. Standing Orders revised May 2015, Financial regulations revised May 2016.
REPORTING ON PERFORMANCE BY SUPPLIERS/PROVIDERS/CONTRACTORS	No formal performance procedures, but monitored by Clerk and reported to the Council and/or relevant Council Committee.
INSURANCE REQUIREMENTS FOR OTHER ORGS	To be required to have £10m employers liability and £10m public and product liability.
REVIEW OF CONTRACTS	Undertaken by the Clerk at renewal for consideration by the Council/relevant Committee.
REGULAR SCRUTINY OF PERFORMANCE AGAINST TARGETS	No formal targets set currently.
ADOPTION OF AND ADHERENCE TO CODES OF PRACTICE FOR PROCUREMENT AND INVESTMENT	Financial Regulations based on NALC model have been adopted. Reviewed annually, last review May 2016. Clerk has undertaken training in accordance with the Public Contracts Regulations 2015.
ARRANGEMENTS TO DETECT AND DETER FRAUD AND/OR CORRUPTION	Financial Regulations provide for vigorous internal controls on banking, accounting and auditing, budgetary control, orders and contracts, payments, salaries, loans and investments, income, stores and equipment, property and estates, insurance and charities. Internal and external audits in accordance with Audit and Accounts Regulations 2015. Financial Regulations reviewed May 2016.
REGULAR BANK RECONCILIATIONS, INDEPENDENTLY REVIEWED	Undertaken monthly by the Assistant Clerk (quarterly for savings a/c) and verified by Clerk/RFO and Councillor (signed). Full Council approves bank reconciliations.
REGULAR REVIEW OF BANKING	Undertaken by Finance & Administration Committee at least yearly.
ITEM 3	SELF-MANAGED RISKS
KEEPING PROPER FINANCIAL RECORDS IN ACCORDANCE WITH STATUTORY REQUIREMENTS	Undertaken by competent Clerk/RFO (assisted by Assistant Clerk) and reviewed by Internal Audit. Training/conferences attended by Clerk/RFO as needed.
ENSURING ALL BUSINESS ACTIVITIES ARE WITHIN LEGAL POWERS APPLICABLE TO LOCAL COUNCILS	Undertaken by competent Clerk and reviewed by Internal Audit. Training/conferences attended by Clerk as needed.
COMPLYING WITH RESTRICTIONS ON BORROWING	Undertaken by competent Clerk. Training/conferences attended by Clerk as needed.
ENSURING THAT ALL REQUIREMENTS ARE MET UNDER EMPLOYMENT LAW AND INLAND REVENUE REGULATIONS	Training/conferences attended by Clerk/RFO as needed. External consultants appointed 2010, and re-appointed 2016.
ENSURING THAT ALL REQUIREMENTS ARE MET UNDER HEALTH & SAFETY LAW	Undertaken by Clerk/RFO assisted by Head Groundsman, Senior Village Hall Caretaker and Assistant Clerk. Training/conferences attended by Clerk/RFO as needed. External consultants appointed 2010 and re-appointed 2016.
ENSURING ALL REQUIREMENTS ARE MET UNDER CUSTOMS AND EXCISE REGULATIONS (ESPECIALLY VAT)	Regular VAT returns completed by Clerk/RFO. Training/conferences attended by Clerk/RFO as needed. Input from internal auditor and advice from charity commission and HMRC in respect of village hall.
ENSURING THE ADEQUACY OF THE ANNUAL PRECEPT WITHIN SOUND BUDGETING ARRANGEMENTS	Regular scrutiny of precept level as against planned revenue and capital expenditure by Finance & Admin Committee via regular budget monitoring.

APPENDIX 2 (CONTINUED)

MONITORING PERFORMANCE AGAINST AGREED STANDARDS UNDER PARTNERSHIP AGREEMENTS	No partnership agreements at present.
ENSURING THE PROPER USE OF FUNDS GRANTED TO LOCAL COMMUNITY BODIES UNDER SPECIFIC POWERS OR UNDER SECTION 137	Criteria introduced in 2009, organisations required to submit accounts, conditions of grant to include requirement to report on how monies are spent unless otherwise agreed with the council. However, Council now has General Power of Competence and therefore uses this power for such expenditure.
PROPER, TIMELY AND ACCURATE REPORTING OF COUNCIL BUSINESS IN THE MINUTES	Draft minutes produced within 2 weeks of meetings and approved by appropriate committee or Full Council at earliest opportunity thereafter. All minutes numbered and paginated and signed minute file maintained by Clerk.
RESPONDING TO ELECTORS WISHING TO EXERCISE THEIR RIGHTS OF INSPECTION	Freedom of Information Act Model Publication Scheme adopted (approved December 2008) and updated and reviewed 2017. Registered Data Controller. Statutory audit notices displayed in accordance with Audit and Accounting Regulations 2015.
MEETING THE LAID DOWN TIMETABLES WHEN RESPONDING TO CONSULTATION INVITATION	Clerk diarises deadlines to ensure committees and/or council have responded on time.
MEETING THE REQUIREMENTS FOR QUALITY PARISH STATUS OR OTHER ACCREDITATION	Scheme now ceased. Council has not considered the new Award Scheme.
PROPER DOCUMENT CONTROL	Filing, records and archives maintained by Assistant Clerk. Website content to be within remit by council and regulated by Clerk.
REGISTER OF MEMBERS' INTERESTS AND GIFTS AND HOSPITALITY IN PLACE, COMPLETE, ACCURATE AND UP TO DATE	Register of Members' Interests maintained by Clerk, submitted to EDDC for publishing in accordance with the Transparency Code.
TENANCIES, LEASES & AGREEMENTS (ISSUED BY CMPC)	Clerk to ensure all in force and renewed and reviewed as appropriate (diarises). Also outlined in notes to annual accounts. All leases kept in fireproof cabinet and scanned with remote back up. Current tenants are CMSA, Guides and Scouts.
MANAGEMENT OF FUNDS	To be reviewed regularly and at least annually and funds are not to be placed with an institution with less than a single A rating (S&P or equivalent).
STAFF SICKNESS	To ensure level of funds is sufficient to cover for longer-term staff absences and locum cover. DAPTC/SLCC maintain list and contacts of potential locums, especially for the Clerk/RFO's role.
Health & Safety - general	Managed with advice and review by Ellis Whittam consultants, service includes indemnify insurance.
HR - general	Managed with advice and review by Ellis Whittam consultants, service includes indemnify insurance.
Transparency	Clerk ensures that the Council is compliant with the Local Government Transparency Code 2015.
GDPR COMPLIANCE	Clerk has undertaken training and working through the compliance toolkit provided by NALC.