

FINANCE AND GENERAL PURPOSE COMMITTEE

Minutes of the meeting of the Finance and General Purpose Committee held on Monday 19 April 2010. Meeting commenced at 6.30 pm.

Present Chairman: Cllr J Capel
Cllrs P Davies, Ms Hazell, M Hewitt, Mrs P Plant, Ms Richardson, A Samson and M Taylor

Officer: Mrs Janet Holmes

1500. To accept apologies for absence
Apologies were received from Cllr P Adams

1501. Declarations of interest
Cllr Capel declared an interest in item 1505 [a] by virtue of being a consultant to Knight and Company, the Council’s payroll contractor.

1502. Public Forum
There were no members of the public present.

1503. Minutes of meetings held on 15 February and 8 April 2010
The minutes were duly approved and signed as a true record by Councillor Capel.

1504. Matters Arising from the minutes not covered by the agenda
Item 1473 Use of Burnham Park. Cllr Ms Hazell confirmed that there was still interest from another authority in the use of one of the committee rooms in the new building

There was no further information available on the leasing or contract hiring of equipment and furniture

Coombe Hill Monument - The Clerk is awaiting information from the British Legion

The next meeting of the Halls redevelopment Committee will be held on 29 April 2010. Commencing at 6.00 pm, the first half hour will be the formal part with an open question session for councillors between 6.30 pm and 7.30 pm. Light refreshments will be available.

1505. Finance
a. To note the payments made between 30/01/10 and 31/03/2010 as attached
The payments were duly noted with particular attention being given to the payments made to the contractors for the rebuilding project

b. To note the balances in the Council’s accounts as at 31/3/2010

Newbury Building Society	227,802.72
Co-operative Building Society	399513.32
	200.00
Petty Cash	100.00
	627616.04

The main creditor paid was Cirus Construction, a total of £302,239.03. This payment together with a number of other smaller balances resulted in a reduction in the funds held in the Parish Council’s bank accounts to that shown on the call to meeting

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paperwork. However these payments resulted in a corresponding reduction of amounts owed at year end and meant that there was no effect on the Council’s overall liquidity position at year end.

N.B A number of funds had been vired between cost centres as a “housekeeping” item As previously agreed at minute 1311. 14 December 2009.
This was noted and approved

Outstanding accounts see minute 1216 (e) 19 October 2009.
£325 paid from the £400 outstanding

AGREED that the balance of £75 be written off

c. To consider applications for grant funding

Grants awarded under Section 137 of the Local Government Act 1972
To consider the request from St Peter’s church – see enclosed papers

Applicant	Revd Bill Jackson
Company	St Peter’s Church
Item Requested	Support for Arts and Flower Festival
Cost of item	£395.00

Proposed by Cllr Davies, seconded by Cllr Samson

AGREED that a grant of £250 be given

Parish Council to request that information relating to the new premises be displayed at the festival.

7.30 pm Cllr Ms Richardson left the meeting

d. To further consider the request from Burnham Bowls Club re annual lease [see minute 1399 15 February 2010]

Members considered the accounts and backing papers provided by the Bowling Club. Concern was expressed regarding the membership numbers and the level of expenditure.

Proposed by Cllr Taylor, seconded by Cllr Davies

AGREED that the Clerk write to the Bowls Club for more information suggesting that committee members should meet with councillors

e. To agree the annual subscription for the Buckinghamshire Playing Fields Association

AGREED unanimously that the payment of £20 be made

7.40 pm Cllr Hewitt left the meeting

f. To note the comments of the District Auditor regarding the financial statement of 2008/9

The External Auditor has noted on his report

“ Except for the matters reported below on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s

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requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council should review the effectiveness of internal audit on an annual basis [sect 2 box 6] A checklist is available in the NALC/SLCC Practitioners' Guide to assist with this process"

Other matters not affecting our opinion which we draw to the attention of the Council

- A. Please complete the Annual Return in ink
- B The Council failed to submit the Annual Return and supporting information for audit by the date requested
- C Please ensure the Annual Return is fully and accurately completed before submission for audit -
 - amend figure section 1 box 8 to agree to prior year audited Annual Return
 - section 2 should be completed with full yes/no answers
- D In future years, please ensure that all documentation requested for the audit is submitted along with the Annual Return
- E The Council should review the level of fidelity guarantee cover to confirm that it is appropriate in relation to risks faced by the Council

With regard to items B and D , the Clerk assured members that all information required in the auditor's formal request had been sent to them on 19 August 2010. On two occasions the auditor had telephoned with requests for additional information. This had been supplied to them as soon as possible.

AGREED that the Clerk write to the auditor accordingly.

It was agreed that Item C was incorrectly input [the previous year's figure having been entered in error]

With regard to item E, the Clerk informed members that discussions were already taking place with the insurance company regarding a review of the Council's cover.

g To note that the Council's accounts and records for 2009/10 must be submitted to the District Auditor by 14 July 2010

Information noted

h. To note that the Council's accounts for 2009/10 will be subject to the scrutiny of the Internal Auditor on 12 May 2010.

Information Noted

1506. To consider the purchase of a Vice Chairman's badge.

AGREED in principle that a badge be purchased. Clerk to obtain further information for the next meeting

There being no further business the meeting closed at 7.50 pm