

ST GERMANS PARISH COUNCIL

Chairman Mr Alan Hodge
Clerk: Mrs Emily Young Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk
Website – www.stgermans-pc.org.uk

Minutes of the Finance and General Purposes Committee meeting held at the Eliot Hall on Monday 10th December 2018 at 10.00am

Present

Cllr N Witton, Cllr A Hodge, Cllr G Willis, Cllr P Pipe and Cllr D Carter

1. Declarations of Interests and Dispensations

- 1.1 To receive declarations of interest from Councillors on items on the agenda
- 1.2 To receive written requests for dispensations for disclosable pecuniary interests
- 1.3 To grant any requests for dispensations as appropriate

There were no declaration of interests.

Public participation

There were no members of the public present.

2. Apologies for absence

Apologies received from Cllr A Gowing. Approved by all.

3. Election of a Chairperson

It was proposed by Cllr Pipe to elect Cllr Willis as the Chairperson. This was seconded by Cllr Witton. All were in favour.

4. Understand and agree Terms of Reference

To prepare the annual budget for approval by Full Council; to oversee financial procedures of the Council and carry out budgetary control monitoring; to monitor expenditure by other committees. To deal with other matters as required and to monitor and ensure the effective and efficient administration of the Council's business as a whole.

Maximum number of seats = 6

Members appointed – Cllr Hodge, Cllr Willis, Cllr Witton, Cllr Pipe, Cllr Gowing and Cllr Carter

Quorum = 4

It was proposed by Cllr Pipe to accept the above terms of reference, this was seconded by Cllr Carter and all were in favour.

10.20 Cllr Hodge entered the room and joined the meeting.

5 Review budget and actuals to-date

The Clerk circulated documents which showed the current budget and actuals at as 30th September 2018. The Committee agreed that not all of the spending had been carried out as budgeted but some of this should be addressed. The Clerk will update her monthly spreadsheet to measure against the budget each month and will report back to full Council on the comparison twice a year (at a minimum).

6 Set 2019/20 budget against anticipated expenditure

The Committee worked through the list of expenditure items discussing and proposing the figures to be allocated against each category. The proposed budget for 2019/2020 will have no increase in precept. This was proposed by Cllr Witton and seconded by Cllr Hodge. All were in favour.

11.20 Cllr Carter left the meeting.

7 Review current internal auditor

The Clerk briefed the Committee on the existing internal auditor and the work that is carried out. Cllr Pipe proposed that the auditor Clive Murphy is kept for the next years audit, this was seconded by Cllr Witton and all were in favour.

8 Review risk management

The risk management document was read out by the Clerk and the Committee reviewed any key risks facing the Parish Council. All Committee members agreed that the internal controls in place, the services of specialist external bodies and the insurance cover were adequate at this time. Cllr Pipe proposed that the Risk Management paper, the individual Risk Assessments and the Asset Register were approved, this was seconded by Cllr Witton and agreed by all.

9 Review asset register

See above.

8 To agree and make recommendations for the Parish Council for 2018/19

The existing contractors were also discussed and it was agreed for Cllr Witton to telephone each contractor to give and obtain feedback. All being well the Committee would like to extend the existing contract for another year (up until January 2020).

It was agreed for the Clerk to summarise this meeting for the next full Parish Council meeting on the 17th December 2018. It was agreed to not increase the precept amount and this along with the budget will be reported back to full Council on the 17th.

Meeting closed at 12.17pm.

Please note that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Signed as a true record of the meeting.....
Chairman

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Date