

**MINUTES OF THE FINANCES & GENERAL PURPOSES COMMITTEE**  
**HELD ON 13 MAY 2010 AT FAGNALL COTTAGE, FAGNALL LANE**

**Present** Cllrs M.J.Raszpla (Chairman)  
D.J.Baker  
M.J.Bayley  
M.A.Morley

Clerk M.S.Green

**Apologies** Cllr Mrs M. Seymour

- 1.Election of Chairman** It was noted that a new F&GP committee would be agreed at the Annual Council meeting on 20 May, but the election of its Chairman could not take place until its first meeting on 28 October. It was therefore unanimously recommended that Cllr Raszpla should continue as Chairman until the October meeting.
- 2. Check of Accounts** The Chairman confirmed that he had carried out all the necessary checks and that the account was in good order.
- 3.Review of internal audit procedure** The existing system was reviewed and no changes were proposed..
- 4. Summary of Accounts** These were reviewed and approved. There was further discussion on the following items:
- a) ***Future sources of capital*** - the triangle of land at Queensway, jointly owned by the three parishes, should be added as a possible future source of capital.
  - b) ***Parish Office*** - It should be finished within a couple of weeks when the windows arrive. It is on budget.
  - c) ***W/Hill Play Area*** - has been completed with an official opening by Lord Howe on 22 May. It has been added to the regular Wicksteed inspection (next one at end June). Veolia's second £5,000 grant awaits a final report on the project from Cllr Bayley. The total cost is £22,427 to which our contribution will be £4,427 with the remaining £18,000 raised from grants..
  - d) ***Penn Street school path*** - the County should be advised that we now own the church field and the exchange of letters and plan adjusted accordingly.
  - e) ***Capital remaining for 2010/11*** - is estimated to be £16,000, but we will need to review the current/capital balance at our October meeting.
  - f) ***Forty Green walkway*** - We await a meeting with Highways, but meanwhile recommend that neither ownership of the land nor maintenance of the walkway are appropriate responsibilities for the Parish Council.
  - g) ***Clerk's salary & allowances for 2010/11*** - a draft statement taking into account both NALC's advice that salaries will be frozen and the loss of office and telephone expenses after the move to the new office was considered and is recommended, subject to a check of Employer's NI.. A revised contract of employment is also recommended.

- 5. Income & Expenditure Table** The Table was reviewed and agreed. It was noted that a clear picture of the balances must await bills and grants outstanding at the end of the year for the Parish Office and W/Hill play area .
- 6. Fixed Asset Register as at 31 Mar 2010** A revised register with some additions was agreed.
- 7. Supporting Notes 2009/10** These were reviewed and a few amendments suggested. Although no longer required by the auditors, it was agreed they give a very valuable and updated summary of the property owned and administered by the parish, and so should be continued.  
Note that 'Free Resource' payments enable the Council to spend up to £19,000 for any purpose not specifically authorised by other powers, that is thought to be of benefit to our parishioners.
- 8. Annual Audit** *Internal audit* - This was completed by Mr Harold Porter on 10 May 2010.. He has signed his Section 4 of the Audit return and will write to the Chairman with any comments.  
*Sections 1 and 2 of the Annual Audit return* were discussed and are recommended to the full Council meeting for approval. A return to the auditors explaining the differences of more than 15% between the figures for 08/09 and 09/10 was reviewed and agreed.  
*The Audit timetable* was considered and agreed. The Audit return has to be agreed at the 20 May Council meeting and will then be sent to the auditors. Public notices will be put up on notice boards (and the website) the day following the Council meeting.
- 9. Office open to the public** It was suggested that when the move to the new office is completed, a notice should be put outside saying that it would be open from 10 to 12 am on Mon, Wed, Thur & Fri.
- 10. Annual Risk Assessment** The new building is already insured for £40,000. There will be a meeting in the new office as soon as the Clerk has moved in to review risk and to agree how to deal with it. This will include a fire extinguisher, perhaps sharing an inspection contract with the Church Hall if it already has one.
- 11. Nominations for Chairman & vice-Chairman** The written nominations required by Standing Orders a week before the Council meeting have been received - Cllr Mrs Seymour for Chairman and Cllr Morley for vice-Chairman.
- 12. Annual Report 2010-11** Any suggestions to the Clerk.