

**MEETING OF:** FINANCE AND AUDIT COMMITTEE

**DATE:** MONDAY 1 MARCH 2010

**PRESENT:** Chair: Cllr D Barker  
Cllrs: B Hopkinson, I Milne, S Flitter, B Tipping, G Stevens

**APOLOGIES:** None

**VARIATION OF ORDER OF BUSINESS:** None

**DECLARATIONS OF INTEREST:** None

**PUBLIC SPEAKING:** None

**ITEMS DISCUSSED:****MINUTES OF THE LAST MEETING**

To approve the minutes of the meeting of the Finance and Audit Committee held on Monday 1 February 2010.

*The Chair to sign the minutes of the last meeting*

*Fourth line up on page 1 "legaly" should read "legally"*

*Ninth line down on page 2 "pay" should read "be"*

**Resolved: to approve the amended minutes of the meeting of the Finance and Audit Committee held on Monday 1 February 2010**

**Work in Progress**

*The Clerk will respond to requests from Councillors for information on work in progress*

**Need more time for meetings - change to a different day**

**REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT –**

see extract from 'The White Book' and Action Plan

**Resolved: the member treasurer looks at procedure and then a meeting to follow to discuss actions.**

**There was some discussion as to who set the internal audit questions**

**BUSINESS PLAN –** The Projects Working Party suggests that they review the document.

**Resolved: that Cllr Flitter to discuss with Community Development Officer and give out letters to full council later on this evening with comments to be made by 8 March 2010**

**REVIEW OF THE SILKTIDE CONTRACT –** Provision of Website hosting

ACTION BY:

DB/SS

**Resolved:** to carry on the contract for the short term and look at other options in due course e.g. what other parish councils do for their web site.

**Resolved:** to pay monthly charge of £50 plus vat by Standing Order.

KJ / SS

#### **NEW SOFTWARE FOR ACCOUNTS**

Cllr Milne was asked at the last Council meeting to meet with the Clerk and report back. The Committee to evaluate the implications of the proposals received.

**Resolved:** to accept the quote from Scribe and implement in time for new financial year 1 April 2010

SS

**TREATMENT OF RESERVES** – discussion as to the way forward  
*Cllr I Milne*

**Resolved:** to note Cllr Milne's report and flag this item for future meeting in the new financial year in order to incorporate building up the reserves into the budget.

1 June

**INVESTMENT OF SURPLUS FUNDS** – discussion as to the way forward

**Resolved:** to leave the money as it is using the Special Interest Account (does attract some interest) to keep the bulk of the precept and then transfer monies as and when needed to the current account

KJ

**REVIEW OF THE COMMUNITY GRANT SCHEME** – document supplied

**Deferred to next meeting**

29 March

**ACTION PLAN** – Review

Document supplied

**Deferred to next meeting**

29 March

#### **RECOMMENDATIONS TO COUNCIL:**

To approve the recommendations as set out above

**MEETING OPENED: MEETING CLOSED: 6.56pm**

**DATE OF NEXT MEETING:**

**Monday 29 March 2010 at 7pm – 9pm**

