

# OTTERBOURNE PARISH COUNCIL

## Minutes of the Meeting of the Finance Committee

27 April 2009

John and Betty Mobbs Room, at 7.30 pm

**Present:** Cllr Andrews (Chairman); Cllr Weir, Cllr Oldham, Cllr Hudson, Clerk  
**Apologies for absence:** None

### **Documents presented for the Meeting:**

Risk Identification and Internal Controls Document, Assets Register, Standing Orders, Precept Analysis and Requirement for 2009/10, Statement of Accounts at 27 April 2009, Insurance documents, Internal Auditor's Report 2008, External Audit Annual Governance Statement.

#### **1. Assessment of financial risks and procedures**

Reserves had been reduced with payment for the play area project and total held for 2008/09 was forecast at less than £100,000 as covered by Fidelity Guarantee.

Councillors assessed the Internal Controls in place and following the recent turbulence in the financial markets a further addition was made: 'To ensure banking policy and bank accounts are regularly reviewed'. *Action: Clerk/Chairman of Finance Committee*

The Internal Controls procedures were approved as an effective system of internal audit.

#### **2. Review of Standing Orders**

It was agreed that the Standing Orders would be amended as follows (previous Order in italics): *Action: Clerk/Full Council approval on 19 May 2009*

##### Standing Order 17 May 1994 updated 19 May 2009

Any order with a value exceeding **£500** (£300) (excluding VAT) will be subject to open tender and three contractors must be requested in writing to submit quotations to the Parish Clerk. The respective Sub-Committee will consider the quotations simultaneously and make their recommendations to the full Council. When approved, the official order will be sent to the successful tenderer in order that work can commence. No payment can be made by the Parish Council to a contractor without an approved official order to cover the transaction.

##### Standing Order 15 May 2001 updated 19 May 2009

Where there is an urgent need for spending by the Council which does not exceed £300 (excluding VAT) any of the Chairmen of the sub-committees **together with one other Council member** (*new insertion*) has the authority to submit an order on behalf of the Council without prior Council approval. Ratification will be obtained at the next Parish Council meeting following the expenditure.

3. **Review of Asset Register and Insurance**

The Register had been updated during the year to reflect new purchases and these had been added to the Parish insurance. Insurance renewal due 1 June 2009.

It was agreed to re-add the four Parish seats at Sparrowgrove, Bourne Close, Otterbourne Hill Bottom and Boyatt Lane back onto the insurance at renewal. *Action: Clerk*

The cost of the War Memorial replacement required checking and a report back to Council made to assess current insurance value. *Action: Clerk*

The cost of rebuilding the Bill Harris Pavilion required checking and a report back to Council made to assess current insurance value. *Action: Clerk*

4. **Banking Policy**

No information on high yielding secure accounts had been forthcoming from the HALC Round Robin request. It was agreed that security of funds required greatest priority, but that interest rates would be assessed 1/4ly. *Action: Clerk/Chairman of Finance Cttee*

A new Lloyds TSB Corporate Investment account currently yielding 1.275% would be investigated to split the £65,548 funds held with the Co-operative Guaranteed Investment account to a second bank thereby spreading the risk. *Action: Clerk*

It was agreed to reinvest funds in Co-operative Guaranteed Investment Accounts at 6 May for £40,548 (1.28%) and at 18 May for £25,000 (0.87%) for further 3 months. *Action: Clerk*

During 2009 Parish funds had been amalgamated from six separate bank accounts into two main investment bank accounts. It was agreed that amounts set aside would be designated:

Recreation Ground: for purchase of the freehold - £32,500 provisionally increasing to £50,000

Parish Reserves: unallocated - approximately 1/3 of the Precept to be set aside.

Clerk's Gratuity: previously £986 - to be investigated and an appropriate amount set aside.

In addition amounts proposed from the Finance Committee Meeting 10 November 2008.

Play Area for Access Path, Bins and Benches £10,400

Youth Area Swing and Safety Matting £3,490

Speed Limit Reminder Sign £1,500

Car Parks Refurbishment £1,000

Pavilion H&S Maintenance £3,000 to-date

Street Lighting Replacement £4,900 to-date and dependent upon PFI initiative.

5. **Any other business**

There was none. Meeting closed at 9.20 pm.