

MINUTES OF HORSMONDEN PARISH COUNCIL FINANCE COMMITTEE
MEETING FRIDAY 9 FEBRUARY 2020 AT 2.00 PM

HORSMONDEN VILLAGE HALL, BACK LANE, HORSMONDEN.

Present: Cllr Russell (Chair)
Councillors, Davis and March.

In attendance: Lucy Noakes (Clerk)
No members of the public

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

1. APOLOGIES FOR ABSENCE

None.

2. ACTIONS FOLLOWING THE INTERNAL AUDITORS REPORT

The following items raised in the Internal Auditors report were raised and discussed:

Meeting timings-The Council must keep within the times outlined in their Standing Orders, or pass a resolution to extend the meeting.

General Power of Competency- the Council will look at this again after the May PC elections to see if it qualifies.

Standing Orders and Financial Regulations- The Council has deferred the revision of these for present as it is waiting to see if NALC produce new templates which comply with the Web Accessibility Regulations.

Rialtas Training- the Council agreed to pay for training if necessary, however the Clerk has needs to watch the videos provide by Rialtas first to see if training is required.

Payroll- The council considered outsourcing payroll, however at present it is felt that the saving in time would not be sufficiently significant to justify out sourcing this

Credit Card – the Clerk will be able to apply for this once the Council has had their account for a year – so after June 2020.

Asset Register- This work is on the ‘to do list’ and will be carried out as resources permit.

Website Accessibility Regulations– The Clerk is continuing to look at how the Hugo Fox website could become accessible and has been given permission to obtain quotations for a new website in addition to this.

GDPR – some sorting of documents still needs to take place. The Clerk and Asst Clerk must find time to do this by end of March 2020. Documentation will need to be shredded by a company providing the necessary service (check if staple and paper clip removal is required.)

Cllr Russell proposed that the Finance Committee noted the recommendations of the Internal Auditor and has reviewed them and whilst a number have already been implemented the

remainder are being actively considered with a view to implementation at a later date.
Seconded Cllr Davis, unanimous.

**3. HPC GENERAL RISK ASSESSMENT- APPENDIX 1
FOR RECOMMENDATION TO FULL COUNCIL**

The Council considered the document circulated by the Clerk and made some alterations, as outlined in Appendix 1.

Cllr March proposed that the Finance Committee recommend the General Risk Assessment and its corresponding mitigations, as amended, for acceptance by full Council. Seconded Cllr Davis, unanimous.

**4. HPC INTERNAL FINANCIAL CONTROLS - APPENDIX 2
FOR RECOMMENDATION TO FULL COUNCIL**

The Finance Committee looked at the Internal Financial Controls document as circulated by the Clerk and made some alterations as outlined on Appendix 2.

The asked that a list of Direct Debits and Standing orders be presented before the next Finance Committee Meeting for consideration.

The Clerk informed the Committee that the Asst Clerk and herself were working their way through the separate risk assessments for each of the Council's assets and would include the Village Green (including the shelter) and Fromandez Drive. The Play area is risk assessed by way to the annual RoSPA report, quarterly assessments by Caple Groundcare, as well as daily checks by Mr Couchman the caretaker. The Clerk will also look at getting a quotation for risk assessment of the parish owned street lights, although the electrical certification and corrosion tests had all been carried out recently and painting of the columns was carried out last year.

Cllr Russell proposed that the draft Internal Financial Controls, as amended at this meeting, be recommended to full council for adoption. Seconded Cllr Davis, unanimous.

5. ANY OTHER BUSINESS (Discussion only)

As required at Finance Committee meetings, the Clerk provided a note of the amounts held in the Parish Councils accounts at the date of the meeting, as follows:

Unity Trust £62168.25

Hampshire Trust Bank £70,000 plus interest (added annually at the anniversary.)

There being no further matters to discuss the meeting ended at 3.35pm.