

**MINUTES OF COLLINGHAM PARISH COUNCIL FINANCE MEETING
HELD ON 13 SEPTEMBER 2012 IN THE
YOUTH & COMMUNITY CENTRE, LOW STREET, COLLINGHAM**

Present: Mrs Wright (Ch); Mr Allen; Mr Dove; Mr Dowell; Mr Evans; Mrs Moody; Mr Norcott; Mr Ozbourne; Mrs Parkin; Mrs. Scott; Newark & Sherwood District Councillor(N&SDC) Shaw; Parish Clerk Mrs Guest.

Apologies: Nottinghamshire County Councillor (NCC) Dobson

F1. Minutes of Finance meeting of 14 June 2012 it was requested that in future those present and apologies would be noted on the Finance meetings. The minutes were accepted as a true record of that meeting, proposed by Mr Allen, seconded by Mrs Scott and unanimously supported by those present at the meeting of 14 June 2012.

F2 Progress reports for information:

It was noted that the External Auditor, Clement Keys, had given an unqualified opinion of the Annual Return and the relevant notices had been displayed on the noticeboard. All recommendations made by the Internal Auditor had been implemented – minutes pages were now numbered; all agendas dated on the day of issue; Standing Orders had been amended and approved at the full Council meeting of 28 June 2012.

F2 Statement of accounts to 31 August 2012: spread sheets and cash book had been circulated and were discussed. Mrs Wright stated that VAT paid had not been shown on the spread sheet but was shown on a separate sheet.

F3 Risk assessment: Mrs Scott had spoken to Came & Company about the queries raised at the July meeting. The Parish Council should have a written policy, checked annually, on using volunteers for jobs in the village. All volunteers should have a risk assessment for the work they do and be provided with the correct safety equipment. Came & Company suggested that volunteers should provide a letter from their GP if there were any doubts about their health. Mr Evans thought that could be costly to the volunteer and the Clerk should check on the current rate for a GP's letter.

It was noted that the plaques on the War Memorial were not listed in the policy. Mr Evans would find out replacement costs.

Play Park signage – Mr Dowell will bring costs and details to the next Council meeting and N&SDC would be asked for advice.

It was noted that the Burial Ground gates and fences were included in the insurance policy.

F4 S137 grants made by the Parish Council: a letter needs to be sent to the usual recipients of these grants to inform them of the information that will be required before future grants can be decided. This will ensure that the Parish Council is acting according to the Localism Act 2011.

F5 Appointment of Parish Clerk: the financial terms and conditions for the appointment of Mrs Guest as Parish Clerk (previously circulated) were proposed by Mr Evans, seconded by Mrs Parkin and unanimously supported. It was agreed that Mr Evans would research suitable IT equipment and circulate to everyone, in order that a decision could be made at the next meeting for the purchase of equipment. Accounting software would be needed and it was agreed that the Clerk would research this.

Mr Dove left the meeting at 8.30 pm

F6 Budget monitoring:

Jubilee fund: was within budget and a separate spread sheet would be submitted.

Most budget areas were satisfactory. Trade waste expenditure is higher than budget due to an extra bin at the Jubilee Room and dog waste bins.

Mr Allen suggested that the reserve account figures are shown at every Finance meeting.

Mr Ozbourne asked about the Assets Register, which is being prepared to the new standard set by the Accounting and Audit Regulations 2011. This would mean a change in content and style from that previously circulated with the end of year figures.

Mr Dowell queried monies ring fenced for the Burial Ground in 2006/7. Mrs Scott said she would check the minute files and report back to the next meeting.

F7 Finance meeting schedule for 2012/13: a meeting had been planned in November to discuss the precept for 2013/14, but this would have to be delayed until January for approval at the full Council meeting. The Local Government Finance Bill provisions would not be known until it was enacted in December 2012 and some provisions might affect the precept level.

The meeting closed at 8.50 pm

5 members of the public present

No members of the press present