

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY
COMMITTEE HELD ON THURSDAY 14TH JUNE, 2012,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Chairman – Mrs A Chandler
Mr B Honess Mr B Palmer Mr B Sabberton-Coe
Mr D Thompson Mr M Vincent Mrs J Williams

APOLOGIES: Mrs A Riches Miss P Wilkin

The Chairman welcomed everybody to the meeting

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

It was unanimously AGREED to elect Mrs A Chandler as Chairman and Mr D Thompson as Vice Chairman.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING OF 10.6.2012

The minutes, which had been confirmed and adopted by the Council, were signed by the Chairman.

4. FINANCE, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET

4.1. The attached list of vouchers 77 to 131 with payments totalling £20,563.99 and receipts of £2,101.77 were approved. The bank reconciliation and comparison with the budget were noted.

5. ANNUAL RETURN FOR THE YEAR ENDED 31.3.2012

The Accounting statements and Annual governance statement were AGREED and the Annual internal audit report noted. The full internal audit report was accepted.

6. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF INTERNAL AUDITOR

The full internal audit report by Auditing Solutions was accepted.

It had been pointed out that it was no longer required to increase the valuation of assets; hitherto this had been increased annually in line the insurance valuation.

It was AGREED that the internal audit had covered all the appropriate matters effectively and to re-appoint Auditing Solutions to carry out the internal audit.

7. CONSULTATION ON APPOINTMENT OF EXTERNAL AUDITOR

The Audit Commission was consulting local councils about its proposal to re-appoint Mazars LLP as external auditors for future years. If the Council's budget did not exceed £200,000 the fee would be £400, £600 if the overall budget was increased. It was AGREED to accept the proposed appointment of Mazars LLP.

8. CODE OF CONDUCT

It was AGREED to recommend that the Council adopt the new Code of Conduct, which had been drafted by Broadland District Council with a view to it being the code used by all councils in its area.

9. REVIEW OF COUNCIL'S WORKING

Members were asked to attend a working party on 25th June 2012 to review the ways the Council worked.

10. HIGHWAYS MATTERS

The Highways Rangers would be asked to carry out the following –

- Siding the footpaths at Catton Chase and the path leading to St Faiths Road
- Siding Spixworth Road adjacent to the allotments and the junction with Lodge Lane
- Cutting back the hedges at Spixworth Road at the rear of Three Corner Drive and siding the path
- Siding St Faiths Road near The Elms

11. CORRESPONDENCE

The correspondence was summarised.

12. OTHER MATTERS

Mr B Honess reported on the Jubilee Fun day and it was AGREED to discuss the use of 'profits' at the next Committee meeting and then to make a recommendation to the full Council.

Members were very concerned to learn that Mrs Riches was in hospital after a serious fall and they wished to send their best wishes for her speedy recovery

The Chairman thanked everybody for attending and closed the meeting at 9.10 p.m.

Chairman, 12.07.2012