



# KINGSWEAR PARISH COUNCIL

**Minutes of the Finance Committee Meeting held in the Village Hall (Lower Room) on Monday 4<sup>th</sup> March at 7.00pm.**

**Present:** Cllrs M Bentley (Chair), L Maurer, C Dawes, G Webber

**In Attendance:** Ms Sue Balsdon – Clerk to the Council.

**F/04.03.24/01 - The Chairman of the Committee welcomed everyone to the meeting.**

**F/04.03.24/02 - To receive any apologies for absence from the Meeting.**

Cllr R Reed

***The meeting was suspended to allow members of the public to ask questions and make representations to the Council:***

None

**F/04.03.24/03 - To receive any Declaration of Interest. [Councillors are also reminded that they must register any new interest or change in any interest already registered within 28 days of that new interest or change].**

No declarations of interest were noted.

**The Council will reconvene to discuss the following items:**

**F/04.03.24/03 - To review the following documents and if required propose amendments for approval by Full Council:**

## **i) Financial Regulations**

The following amendments were proposed:

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over (REDUCE from £1000 to £500)
  - the Clerk, in conjunction with Chairman of Council for any items below (REDUCE from £1000 to £500)
- 4.4 The salary budgets are to be reviewed at least annually in (AMEND from October to December) for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available (AMEND from 'next available council meeting' to 'Full Council' meeting).
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next (AMEND from 'appropriate meeting of council' to 'Full Council' meeting).

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next (AMEND from 'appropriate meeting of council' to 'Full Council' meeting)
- c) fund transfers within the councils banking arrangements up to the sum of £1000, provided that a list of such payments shall be submitted to the next (AMEND from 'appropriate meeting of council' to 'Full Council' meeting)

5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which (ADD Full Council may) authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next (AMEND from 'appropriate meeting of council' to 'Full Council' meeting)

6.1 to 6.18 Instructions for making payments – The committee agreed that this section is in the main part out of date as it refers to payments made by cheque. The Clerk advised that NALC is currently updating the content of the 2019 regulations and an updated version should be available soon.

14.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually] by (AMEND 'the council, or duly delegated committee' to 'Full Council')

## ii) Risk Management Register

The following amendments were proposed:

Amend Banking - To protect from financial malware and phishing attacks (AMEND 'IBM Security Trusteer Rapport uploaded to all PC's used to access the Council's bank accounts' to 'all Internet Banking users must use a suitable antivirus and anti-malware on their PCs')

Amend Salaries - The Council currently has two employees.

Amend Health & Safety - The Clerk and Deputy Clerk provided with adequate training.

Public Toilets – Add 'Legionella Awareness Course completed by Deputy Clerk'.

Assets – Add 'The Council are expanding cash reserves to ensure there are sufficient funds for repair or replacement of assets.'

Council Records (Electronic) – Amend from Norton Protection System to 'Virus protection system'.

Play Equipment – Amend 'Regular inspections undertaken by Councillor' to 'Regular inspections undertaken by Deputy Clerk.'

Add 'Trees on land owned by the Parish Council / Annual tree survey undertaken.'

Add 'Risk to Environment – Pollution/Drainage / Regular inspections of drains and septic tank / Lengthsman employed.'

## Meeting closed at 9.02pm.

Minutes Approved:

.....  
Councillor L Maurer – Chairman