

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING OF KEMPSEY PARISH COUNCIL.
MONDAY 3rd FEBRUARY 2014 AT 7.30PM.
AT KEMPSEY COMMUNITY CENTRE

PRESENT: - Cllr. Stevens (Chair), Cllr. Bowley (Representing Commons & Hams Committee), Cllr. Geens, Cllr. Patrick, Cllr Michael arrived 7.45pm.

IN ATTENDANCE: - Clerk

1. Apologies: Cllr. Bannister (Work) – accepted.
2. Declaration of Interests:
 1. Register of Interests: Councillors were reminded of the need to update their register of interests.
 2. Disclosable Pecuniary Interests (DPI): None
 3. Other Disclosable Interests (ODI): None

3. Public Question Time - None

4. Having been previously circulated, the minutes of 18TH November 2013 were signed as a true and correct record.

5. To review/action recommendations from Grant Thornton following conclusion 2012/13 Audit. The Committee worked through the recommendations from Grant Thornton in the order presented in the report.

Action by:

The Clerk confirmed that the three outstanding cheques totaling £92.22 had already been written back into the accounts for 2013/14.

Clerk

The Committee will put forward as an agenda item on the February 2014 agenda Recommendation to formally approve the Assistant Clerk’s contract of employment dating back to 2010. This contract will be available to view by request only in the Parish Office.

The Committee recommended obtaining a stamp to tighten audit measures when checking invoices presented for payment against the cheques . The Clerk emphasized that invoices are always presented with cheques requiring signatures.

The Clerk presented the Committee with a Model Risk Schedule Template devised by CALC together with the version that the Parish Council use. Committee members were satisfied this complied with external audit recommendations (subject to minor amendments). The Clerk agreed to circulate the Risk Schedule to all Committee Chairman for comment/expand upon with a view to updating in May 2014.

Clerk

Meeting Closed at 8.15pm
 Sharon Baxter
 Clerk

Signed Chairman Date