

**Minutes of the proceedings of Finance and General Purpose Committee held on Monday 7 November 2011 at 7.30pm at Knightwood Leisure Centre Valley Park**

**Present:** Councillor C Anderson (Vice Chairman in the chair), and Councillors Mrs J Adey, A Beesley and Mrs K Tilling.

**Apologies:** an apology for absence was received from Councillor A Dowden.

**Action**

**1 Appointment of Chairman**

**Resolved:**

**That Councillor A Dowden be appointed Chairman of the Committee for the remainder of the Council year.**

**2 Appointment of Vice-Chairman**

**Resolved:**

**That Councillor C Anderson be appointed Vice-Chairman of the Committee for the remainder of the Council year.**

**3 Minutes**

**Resolved:**

**That the minutes of the meeting held on 15 November 2010 be confirmed and signed as a correct record.**

**4 Budget 2012/2013**

The Committee considered the budget for 2012/2013. The total amount which needed to be raised for 2012/2013 was £45,520. However, the Committee considered that it would be prudent to raise just £45,000 which would leave the Parish Council element of the Council Tax the same as last year.

**Recommended:**

**That the budget, as set out in the annex to these minutes, be adopted and that a Council Tax Precept of £45,000 be raised for 2012/2013.**

**5 Risk Management Review**

Consideration was given to a report of the Clerk dealing with a risk management policy and a review of key risks which the Council could face.

## Action

The Local Councils Governance and Accountability Guidance made the following observations regarding risk management:

1. Risk management is not only about financial management, it is concerned with setting objectives and achieving them in order to deliver high quality public services.
2. The approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to tax payers.

It goes on to make the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore:

- a. undertake steps to identify key risks facing the Council;
- b. evaluate the potential consequences to the Council if an event identified as a risk takes place;
- c. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

To identify the risks facing a council, the guidance recommended beginning by grouping the three main types of decisions that have to be taken into the following areas:

- i. Areas where there may be scope to use insurance to help manage risk;
- ii. Areas where there may be scope to work with others to help manage risk;
- iii. Areas where there may be need for self-managed risk.

The Committee therefore reviewed its risks under a number of headings as identified in Paper B attached to the report and concluded that there were no additional risks to address this year.

### **Recommended:**

**(1) That the Risk Management Policy, as submitted, be approved.**

**(2) That having reviewed the risks for 2010/2011 no additional risks have been identified.**

## **6 Review of Council Insurances**

The Clerk reported on the Council's current insurance with Zurich.

## Action

The Committee reviewed the level of that insurance and the adequacy of its insurance for the coming year. The Clerk reminded members that the Council had recently added new items to its insurance and that it had approved a new five year term with Zurich which had fixed payments for that period.

### **Recommended:**

**That no change be made to the Council insurance for the coming year.**

## **7 Internal Audit Review**

Consideration was given to a report of the Clerk dealing with a review of its internal audit. The report proposed terms of reference for the audit and set out proposals on how the audit work should be carried out having regard to the objectives set out in section 4 of the Local Authorities Annual Return.

Section 4 of the report set out a proposed internal audit plan which would be reviewed on an annual basis.

Whilst considering the annual internal audit plan, the Council was mindful of the Internal Audit Review Checklist and Characteristics of Effectiveness outlined in the Governance and Accountability for Local Councils and also set out in the report.

### **Recommended**

- 1. That the scope and terms of reference of internal audit as set out in the report be approved.**
- 2. That having carried out a review of audit planning and being mindful of the scope and terms of reference approved in (1) above the internal audit plan for the current year be based upon the internal audit report as attached in appendix 1 to the report.**

The meeting closed at 7.56pm

<b>Valley Park Parish Council Budget</b>	
<b>Expenditure Heading</b>	<b>2012/2013</b>
	<b>£</b>
Clerks Salary, Allowance and on costs	13,000
Summer Baskets (Valley Park in Bloom)	7,850
Winter troughs etc	500
Watering	5,670
Strimming costs	400
knightwood Youth Club	6,000
Queens diamond Jubilee Mugs	1,000
Maintenance of Speed limiters	1,600
Grants to other organisations	1,000
Meeting Room costs	1,000
Election expenses (this will build up reserves to pay for next parish election)	2,000
Accountants Fees	1,500
External Audit fees	450
Internal audit fee	400
Zurich Insurance	1,700
News letter	1,000
Web Hosting	300
Membership of Society of Local Council Clerks	150
<b>TOTAL</b>	<b>45,520</b>
<b>Income</b>	
Interest on Deposit Account	10
From Balances	510
<b>Balance to Raise</b>	<b>45,000</b>