

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 March 2015  
commencing at 7.30 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr Bob Hinder and Mr G Smith together with the Clerk.

**1. Apologies and non-attendance**

Cllr P Dengate (work commitment) and Cllr Wendy Hinder (MBC commitment).

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

None declared.

**3. Minutes of the meeting of 13 January 2015**

The minutes of the meetings were **agreed** and **signed** as a correct record.

**4. Matters Arising From the Minutes**

4.1 Minute 2718/4.1: password security. Members **received** Cllr Dengate's report. They **noted** the new arrangements for password security and encryption of files where necessary, and that creation of graduated access levels was in hand. Members expressed thanks for Cllr Dengate's assistance in this matter.

4.2 Minute 2718/4.2: making a complaints form available on the website. The website administrators have been reminded that they have yet to put the necessary link on the website which the parish office cannot do. **Noted.**

4.3 Parish Councillor audit. Cllr Hinchliffe has been booked to attend the office on 16 March 2015. **Noted.**

4.4 New accounting software. Order placed. Training for the new system will take place at the office on 19 March and 14 May. **Noted.**

4.5 Any other matters arising from the minutes, not on the agenda. There were none.

The meeting was adjourned for Cllr Smith to make a personal statement as a member of the public

**5. Financial report.**

5.1 Reconciliation of accounts report as at 2 March 2015. **Received** and **agreed.**

5.2 Income/Expenditure report as at 2 March 2015. **Noted** and **received.** Members considered the chairman's summary budget report and **noted** that there was no cause for concern

5.3 Investment Bonds. **Noted** that the reinvestment of the maturing bond will be decided out of meeting.

**6. Policies and procedures reviews**

Website Review. Members **agreed** to ask all councillors to send in their views on the content and ease of finding information on the website. **Action: All councillors.**

**7. Review of banking arrangements**

The Clerk reported that the work was progressing with the working group now being consulted on the number and types of authorization that might be required. **Noted.**

**8. Insurance**

The new format asset and insurance list required by auditors was **received** and **noted.** The office was thanked for the time and effort put into its compilation.

**9. Appointment of Internal Auditor**

Cllr Bob Hinder proposed Cllr Vic Davies seconded that Kevin Funnell FMAAT be reappointed for two years. **Unanimously agreed.**

It was also **agreed** that the scope of the appointment be reaffirmed, namely:

To undertake 2 audit visits per annum and to undertake what work is necessary to complete Section 4, Annual internal audit report to Boxley Parish Council, of the Annual Return of Parish Councils.

*To investigate and submit reports to the Finance and General Purposes Committee regarding the Parish Council's and Responsible Financial Officer's compliance to The Practitioners Guide to the Account and Audit Regulations (2014).*

*To highlight any weaknesses and insufficiencies in the accounting procedures of the Parish Council.*

**10. Personnel matters**

TOIL, leave and leave/sickness cover. The Clerk's report was **received** and it was **noted** that the Assistant Caretaker position had been filled.

**11 Grant Requests**

None received.

**12 Matters for Information**

None submitted.

**13 Date of Next Meeting**

Tuesday 19 May 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.23 p.m.

Signed as a correct record of the proceedings.

Chairman.....Date.....