

## HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

Minutes of Finance Committee Meeting held  
at St Michael and All Angels Church Hall Harbledown  
on Friday 27<sup>th</sup> October 2017

Meeting commenced at 9.30 a.m.

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|--|---|---|
|  | <b>Present</b>  | Councillors John Cotterill, T Richards and R. Perham(Chairman), Mr D Frost (Clerk), Councillors Cain and Larkinson as observers   |
| <b>01/16</b>   | <b>Confirmation of Summons</b>  | All Councillors had received their summons to attend this meeting and the public notices had been served correctly.   |
| <b>02/16</b>   | <b>Alterations to the Register of Councillors' Interests and Declaration of Interest on Items on the Agenda</b> | There were no alterations or declarations of interest stated.   |
| <b>03/16</b>   | <b>Apologies for Absence</b>  | There were none.  |
| <p><b>At this point the Chairman would have asked whether any resident of the Parish wished to address the Council or ask any question about any agenda item. There was not any resident of the Parish present, but Councillor Larkinson attended the meeting in the role of observer.</b></p> |   |   |
| <b>04/16</b>   | <b>Minutes of the previous meeting</b>  | The minutes of the Finance Meeting held on the 6 <sup>th</sup> September 2016, was approved.  |
| <b>05/16</b>   | <b>Matters arising</b>  | There were no matters arising.  |
| <b>06/16</b>   | <b>Budget 2018/19</b>   | <p><b>The Precept</b> requests for the year 2018/19 were discussed at length, It was resolved to submit the Precept request as attached to the next meeting of the Parish Council The Precept has been drawn so as to give a net increase of some 6.72 per-cent, compared to 2017-2018</p> <p>The question of the rent charged to allotment holders was discussed, and It was decided that the rent for a full - sized plot be kept at £35 (pro-rata) for the year commencing 1<sup>st</sup> January 2017. This will be reviewed at the next Finance Committee Meeting.</p> |

**Concurrent Funding Function.**

The application to Canterbury City Council for the years 2017-18 to 2020-21 was discussed and it was noted that the parish Council was receiving some 67% of the amount requested to meet its Concurrent Funding needs. It was also discussed that there is not a guarantee that Concurrent would continue in its present form after 31<sup>st</sup> March 2021, and that councillors and parishioners should be made aware of this possibility because of the possible impact on future Precept recommendations.

- 07/16 Risk Assessment** The Risk Assessment was carefully reviewed, and it was resolved to leave it unchanged. Copy attached.
- 08/16 Insurance Provision Review** The provisions were carefully reviewed, and it was resolved to leave the cover unchanged. The Clerk was asked to investigate the cover for as-hoc work performed for the Parish Council by retired tradesmen.
- 09/16 Donations** It was decided that a heading for donations should be included in the 2018-2019 forecast.

The meeting closed 10.30 am.

# HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

## RISK ASSESSMENT

**September 2017**

The following areas have been identified as items of low risk to the Council both in terms of impact and consequence:

### **Risk Identification (Covered by Insurance)**

- The protection of physical assets owned by the council – buildings, furniture, equipment etc. (loss or damage)
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)
- Loss of cash through theft or dishonesty (fidelity guarantee)
- Legal liability as a consequence of asset ownership (public liability)

### **Internal Controls**

- An up to date register of assets and investments
- Regular maintenance arrangements for physical assets
- Annual review of risk and the adequacy of cover
- Ensuring the robustness of insurance providers

### **Internal audit assurance**

- Review of internal controls in place and their documentation
- Review of management arrangements regarding insurance cover
- Testing of specific internal controls and reporting findings to Council

### **Risk Identification (Working with others to manage risk)**

- Security for vulnerable buildings, amenities or equipment
- Maintenance for vulnerable buildings, amenities or equipment
- Banking arrangements, including borrowing or lending
- Ad hoc provision of amenities/facilities for events to local community groups
- Vehicle or equipment lease or hire
- Professional services (planning, architects, accountancy, design, etc)

### **Internal Controls**

- Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment
- Regular reporting on performance by suppliers/providers/contractors
- Annual review of contracts
- Clear statements of management responsibility for each service
- Regular scrutiny of performance against targets
- Adoption of and adherence to codes of practice for procurement and investment
- Arrangements to detect and deter fraud and/or corruption
- Regular bank reconciliations, independently reviewed

### **Internal audit assurance**

- Review of internal controls in place and their documentation
- Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied
- Review and testing of arrangements to prevent and detect fraud and corruption
- Review of adequacy of insurance cover provided by suppliers
- Testing of specific internal controls and reporting findings to Council

## **Risk Identification (Self –managed)**

- Keeping proper financial records in accordance with statutory requirements
- Ensuring all business activities are within legal powers applicable to local councils
- Ensuring that all requirements are met under employment law and Inland Revenue regulations
- Ensuring all requirements are met under Customs and Excise regulations (especially VAT)
- Ensuring the adequacy of the annual precept within sound budgeting arrangements
- Monitoring of performance against agreed standard under partnership agreements
- Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137
- Proper, timely and accurate reporting of council business in the minutes
- Responding to electors wishing to exercise their rights of inspection
- Meeting the laid down timetables when responding to consultation invitation
- Meeting the requirements for Quality parish status or other accreditation
- Proper document control
- Register of members' interests and gifts and hospitality in place, complete, accurate and up to date

## **Internal controls**

- Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- Recording in the minutes the precise powers under which expenditure is being approved
- Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation
- Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary
- Regular budget monitoring statements
- Developing systems of performance measurement
- Procedures for dealing with and monitoring grants or loans made or received
- Minutes properly numbered and paginated with a master copy kept in safekeeping
- Documented procedures to deal with enquiries from the public
- Documented procedures to deal with responses to consultation requests
- Documented procedures for document receipt, circulation, response, handling and filing
- Procedures in place for recording and monitoring members' interests and gifts and hospitality received
- Adoption of codes of conduct for members and employees

## **Internal audit assurance**

- Review of internal controls in place and their documentation
- Review of minutes to ensure legal powers in place, recorded and correctly applied
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions
- Review and testing of arrangements to prevent and detect fraud and corruption
- Testing of specific internal controls and reporting findings to Council

The Council considers that the above items of low risk are adequately covered by one or more of the following:

- Insurance Policy with Allianz Insurance Plc
- A regular programme of equipment maintenance
- Internal Audit control
- Provision of services by Contractors
- Standing Orders, including guidance and advice notes to Councillors
- Code of Conduct

Signed: ..... Date 27<sup>th</sup> Oct 2017  
2016.....  
Chairman

Signed: ..... Date: 27<sup>th</sup> Oct 2017  
2016.....  
Vice Chairman