

HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

Minutes of Finance Committee Meeting held
at St Mary's Hall, Upper Harbledown
on Monday 7th October 2018

Meeting commenced at 9.30 p.m.

Present Councillors R. Perham (Chairman), Councillor J Edis and Mr D Frost (Clerk),

01/18 Confirmation of Summons All Councillors had received their summons to attend this meeting and the public notices had been served correctly.

02/18 Alterations to the Register of Councillors' Interests and Declaration of Interest on Items on the Agenda There were no alterations or declarations of interest stated.

03/18 Apologies for Absence Councillor David Salvatori.

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.,

04/18 Minutes of the previous meeting The minutes of the Finance Meeting held on the 24th October 2018, was approved.

05/18 Matters arising There were no matters arising.

06/18 Budget 2020/21 **The Precept** requests for the year 2020/21 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 2.35 per-cent, compared to 2019-2020
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 1st January 2020. This will be reviewed at the next Finance Committee Meeting.
Financial assistance has been requested by the No Mans Orchard Committee to

remove a row of poplar trees that are causing concern with the public footpath. Councillor Simon Docherty estimates that the cost of removing the trees will be in the region of £5,000. The committee have asked Councillor Docherty to obtain three quotations for removing the trees and the cost of the work should be shared with Chartham Parish Council.

The Rough Common Neighbourhood watch coordinator Mr Colin Chaston has now retired from this role. Councillor Perham said that the Parish Council should provide a gift. Councillor Perham has spoken to Mr Chaston and a wildlife camera for his garden would be appropriate. The cost of some £60 would be met from the unforeseen expenditure budget heading.

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 65% 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 31st March 2021, and that councillors and parishioners should be made aware of this possibility because of the possible impact on future Precept recommendations.

07/18 Risk Assessment

The Risk Assessment was carefully reviewed, and it was resolved to add website accessibility legislation which comes fully into force on the 23rd September 2020. Copy attached.

**08/18 Insurance
Provision Review**

The provisions were carefully reviewed, and it was resolved That the personal injury provision be raised to £500,000. The Clerk is speaking to the insurance providers to facilitate this change. All other provisions remain unchanged.

09/18 Donations

It was decided that a heading for donations should not be included in the 2019-2020 forecast, but requests would be given consideration and met from the Section 137 budget heading. No requests have been received.

The meeting closed 10.20 pm.

HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

RISK ASSESSMENT

October 2019

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
- Website accessibility and communications as detailed in the WCAG standard legislation.

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:
Chairman

Signed:
Vice Chairman

24TH OCTOBER 2018