

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY
COMMITTEE HELD ON THURSDAY 16TH JUNE, 2011,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Mrs A Chandler Mr B Palmer Mrs A Riches
 Mr M Vincent Mrs J Williams

APOLOGIES: Mr B Sabberton-Coe Mr D Thompson Miss P Wilkin

Mrs A Chandler welcomed everybody to the meeting

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

It was unanimously AGREED to elect Mrs A Chandler as Chairman and Mr M Vincent as Vice Chairman

2. DECLARATIONS OF INTEREST

There were no declarations of interest

3. MINUTES OF THE MEETING OF 14.4.2011

The minutes, which had been confirmed and adopted by the Council, were signed by the Chairman.

4. MATTERS ARISING FROM THE MINUTES

Minute 77. Parish Plan and Neighbourhood Plan. It was noted that a neighbourhood plan would not be prepared in conjunction with Sprowston and Spixworth Parish Councils but that joint discussions about the Beyond Green Developments would continue.

5. FINANCE, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET

5.1. The attached list of vouchers 69 to 132 with payments totalling £16,932.10 and receipts of £8,253.26 were approved. It was noted that Mr C Green had scrutinised the vouchers when he signed the cheques. The bank reconciliation and comparison with the budget were noted

5.2. Banking arrangements. It was AGREED to recommend to the Council that £50,000 be placed on deposit for 6 months and £50,000 for 12 months with the Co-operative Bank if that bank was still offering a competitive interest rate.

6. ACCOUNTS OF THE YEAR ENDING 31.3.2011, THE ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT

It was AGREED to adopt the Accounts of the year ending 31.3.2011 as already presented and to recommend approval of the Accounting statements, in section 1 of the Annual Return to the Audit Commission to the Council.

It was AGREED to recommend approval of the Annual Governance Statement (section 2 of the Annual Return) to the Council and to note the Annual Internal Audit Report (section 4).

7. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND RE-APPOINTMENT OF INTERNAL AUDITOR

It was AGREED that the internal audit had been completely effective. Members had studied the Internal Audit Report for the year ending 31.3.2011 and were satisfied that the audit had covered all aspects of the Council's finances appropriately and thoroughly.

It was AGREED to re-appoint Auditing Solutions as internal auditors; the charge would be £351.00 per day and the audit usually took one and a half days each year.

8. HIGHWAYS MATTERS

It was noted that the Community and Highway Rangers would be in the Village in early July; if members had any suggestions for work to be carried out they should let the Clerk know as soon as possible.

9. CORRESPONDENCE

The attached list of correspondence was noted.

10. MATTERS FOR FUTURE DISCUSSION

It was noted that Broadland District Council had booked the Pavilion for an election on 14th July so it would not be possible to meet then as planned. It was AGREED to hold the next meeting in August and to ask the Planning and Property Committee to scrutinise payments at its July meeting.

The Chairman thanked everybody for attending and closed the meeting at 8.30 p.m.

Chairman, 11.8.2011