

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



**Minutes the Finance and Strategy Committee held on Wednesday 20<sup>th</sup> June 2012 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way**

**PRESENT:**

Chairman: Cllr. Gerrard  
Cllrs. Atkins, Fleming, Mrs. Keeley, Hiscocks, Pound, Mrs. Randell and Spiers

Also present: 1 member of the public

In attendance: Elisabeth Uggerløse, Clerk to the Parish Council  
Vaughan Hully, Responsible Financial Officer (RFO) to the Parish Council

**1. APOLOGIES**

*Apologies received, and accepted, from Cllrs. Harvey and Squires*

**2. DECLARATION OF INTEREST ON ITEMS ON THE AGENDA**

All members of the Council are reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 20<sup>th</sup> August 2007 if any matter arises during the meeting in which they have Declared an Interest which could be prejudicial, they should withdraw from the room and not seek to improperly influence a decision about that matter

*None declared*

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> MARCH 2012**

Proposed by Cllr. Mrs. Keeley as being accurate and signed by the Chairman of the Committee.

#### 4. TO CONSIDER DRAFT ANNUAL ACCOUNTS 2011/12 (circulated)

The RFO gave a short presentation:

- the form is laid out by the Audit Regulations
  - Income and Expenditure accounts show what has been received and what has been spent
  - Assets are only listed in the notes and do not appear on the balance sheet as per the regulations.
- There is a surplus of £72.2k mainly due to grants/payments received that had not been budgeted for:
  - Awards for All grant of £7.9k
  - Transfer of land from Persimmons for £9kExpenditure had also been less than budgeted
- With regards to the presentation of the accounts, the RFO acknowledged that this could be improved by giving subtotals and by better cross reference and assured the council this would be done in future.
- Movements to and from reserves:
  - Specific reserves are ring fenced either due to the conditions of the income (S106 often specify the use of any funds given to the council) or because the council is building up reserves for a specific future expense such as
    - ✓ Trees
    - ✓ Play equipment
    - ✓ Grange Road cemetery wall
    - ✓ Cemetery road

Although the council accepted the accounts as correct, there was some continued discussion regarding the presentation:

**Proposal** that the RFO be requested to amend the presentation for the year ending 31<sup>st</sup> March 2012 to make it easier to understand.

**RESOLVED** that the proposal be rejected by 2 votes in favour and 6 against.

The Chairman proposed that he work with the RFO and the Clerk to improve the presentation and accessibility of the council's accounts.

**RESOLVED** – the proposal was unanimously carried.

#### 5. TO CONSIDER INTERNAL AUDITOR'S REPORT (circulated)

- Council noted the concerns raised regarding incorrect summary of payments in the minutes of July, August and November 2011. Although the monthly account figures are correct, the summary transfer amounts on the minutes do not agree with the approved cheque list. The Council accepted the internal auditors recommendation that the Minutes be amended to clarify this error **RESOLVED** this be done.
- The Council also noted the internal auditors recommendation that the council decide a policy regarding cheques that need to be cancelled and/or reissued.

It was proposed that the Quarterly Accounts Review should report any cheques that require to be re-issued to full council on a regular basis.

**RESOLVED** the proposal was unanimously carried.

- Council noted that the internal auditor was satisfied with
  - The identification of the reserves allocation and the movements occurring during the year
  - The systems and checks which continue to improve year by year
  - Wages systems are correctly applied and submitted to the tax office accordingly
  - Boundaries between committees are now more defined and matters more clearly allocated between committees
  - Clerk's knowledge of current legislation.
- The Council considered in more details the comments made regarding the Youth Forum and it was proposed and **RESOLVED** that this issue be included in the July Parish Council meeting to consider how the Council can better engage with the Bidford Youth.

The Council agreed that internal auditor's report was thorough and it was **RESOLVED** to continue using her services.

#### **6. TO CONSIDER THE FOLLOWING REQUESTS FOR FUNDING FOR DIAMOND JUBILEE STREET EVENTS**

- The Leys - £150 for the hire of a bouncy castle
- Ebsdorf Close Street Party – Diamond Jubilee Coins for 34 children who attended the party: cost £170.00

The Chairman stressed that a Diamond Jubilee Event did not happen every day and that the circumstances of these requests were, therefore, rare and should be considered as such.

The Council **RESOLVED** to approve these grants

The meeting closed at approx. 8.25 pm