

WOOTTON PARISH COUNCIL

Minutes of the Meeting of the Finance & General Purposes And Communications Committee of Wootton Parish Council held on Wednesday 28th April 2010 at the Memorial Hall, Bedford Road, Wootton.

Present: Councillors D Price, J Wheeler, W Hall, M Woolfenden, T. Corby (Chairman) P Quirk, and P Prescod.

In attendance; Cllr P Prescod, S Cruse, C Bennett and the Clerk.

FG10/13. Apologies
Cllr Wallace.

FG10/14. Declarations of interest on any items on the agenda
None.

FG10/15. Open Forum
Cllr Wheeler requested that a follow on item from the recent internal audit be placed on the next FG&P agenda.

Cllr Prescod asked the Committee to consider the option of the Council underwriting the proposed Summer Scheme for young people in the village during two weeks in August. Time constraints and limitations on funding have resulted in a shortfall of monies being available from outside organisations. Cllr Corby suggest that Cllr Prescod, put together a programme of what will be available on the scheme, along with costings and submit his proposal to the next meeting of the Full Council.

Action; Clerk to ensure this item is included on the next agenda of the Full Council.

FG10/16. Minutes of the meeting of Committee held on 10th February 2010
The minutes were agreed and duly signed by the Chairman.

FG10/17. Internal Audit
For the Members information, Cllr Corby presented the findings of the second internal audit for this Council, which was conducted in March 2010. Various recommendations were forthcoming, and it was suggested that the results of the two internal audits undertaken in the last four months, be amalgamated and become one working document. This was agreed. The Clerk was reminded that reconciliations for each calendar month should be presented as a matter of course to each meeting of this committee. The Clerk was asked to also try and obtain an electronic version of the Auditors report. Cllr Price suggested that a recommendation be made from this Committee to Full Council, that quarterly audits be arranged for the foreseeable future. This was agreed by those Members in attendance.

Cllr Price also suggested that a recommendation be made to the next meeting of the Full Council stating that only the Chairman of each Committee contact the Clerk on any matter. This was agreed and should appear as an agenda item on the next Full Council.

The Clerk was asked to action both the purchase of a 'stamp' to be used for payment runs, and also the printing of 3 part receipt books for future use.

Action; Clerk to arrange printing of receipt books, ensure that the 2 previous recommendations be made to the next meeting of the Full Council. Clerk to source electronic version of the 2nd internal audit. Clerk to ensure bank reconciliations at the end of each month be made available for distribution at F&GP.

FG10/18. Capital Projects

After much open debate it was agreed that following the AGM in May 2010, the 'Chairman' of each 'new' Committee bring 'priority' items for inclusion in the future Capital Projects programme, for Members to consider recommending to Full Council and implementation.

Action: Chairman to discuss and prioritise their own Committee's projects for inclusion in the Capital Projects programme, and present options to the next meeting of this Committee.

FG10/19. Report of the RFO

Was duly received and finalised accounts will be presented to the Members for comment at the AGM on 12th May 2010, in preparation of submission to the BDO for external audit.

FG10/20. Governance

It was agreed to make any amendments to the Standing Orders of this Council at the next Full Council meeting. This would include the separation of the F & GP and Communications Committee, into 2 Committees once again. In addition, The Clerk was asked to ensure the proposed Insurance policy for the Council is distributed amongst Members for them to make suggestions and amendments.

Action; Clerk to copy our current insurance document to all Members for their consideration and also copy a copy of the Standing Orders for each Members to go out with all agendas before the next Full Council meeting.

It was agreed that the subject of an 'asset register' be an agenda item for the next meeting of the 'new' F&GP committee.

Action; Clerk to ensure this item appears on the next F&GP agenda.

FG10/21. Wootton News

A proof of the forthcoming (May edition) of the Wootton News was available for Members perusal. It was noted that there were still a few outstanding debtors from previous editions of the Wootton News and the Clerk was asked to compile a list of those offenders, and make it available for the next meeting of the Committee. It was suggested that the 'new' Communications Committee consider the 'branding' of the publication again, and ensure that a standard font for all Council documents be agreed. With regard to any financials appertaining to the Wootton News, it was agreed that these remain with the authority of the F&GP Committee.

Action; Clerk to ensure a list of current and past outstanding debtors is compiled for the next meeting of this Committee.

FG10/22. Website

Members agreed that the website in its current format was outdated. The site itself seemed to be generally fit, but the content and the way in which links were constructed were clumsy and difficult. The Clerk was asked to make enquiries as to how our current website is hosted, and make further enquiries with alternative potential hosts.

Action: Clerk to make enquiries with the BATPC and also the 'Beds Parishes' regarding website hosting.

FG10/23. Planning Matrix

It was agreed as this document was so outdated that it be submitted to the next meeting of the 'new' F&GP Committee, but Members were asked to consider the option of adopting the 'new audit working documents' as the F&GP Matrix.

Chairman _____

Date of next meeting Wednesday 7th July 2010