

# MISTERTON PARISH COUNCIL

## Minutes of a Meeting of the Finance Committee held on 25th January, 2011 in the Church Rooms, Misterton, Nottinghamshire.

**Present:** Cllr.I.Trossell, Cllr.B.Cooper, Cllr. A. Stead; Cllr H. Brand; Cllr P.Potter; Cllr I.Charman; Cllr J. Wilkinson; Cllr A. Wilkinson; Cllr.M.Trossell, Cllr N.Jaggard –Smith, Cllr S.Taylor

Mrs A.Harrison - Parish Clerk  
1 member of the Public.

### 10/11/352 Apologies

Apologies for absence were received from Cllr R.Simpson and Cllr. P. Marsden

### 10/11/353 Standing Personal Interests

Cllr. Trossell	Friends of the Victoria Institute	Member
Cllr. Cooper	Primary School Governors Joint Burial Committee Friends of the Victoria Institute	Governor Parish Council Rep. Member
Cllr. Brand	Bassetlaw District Council Primary School Governors Misterton Area Partnership	Councillor Governor Trustee/Chairman
Cllr. Charman	North East Bassetlaw Forum Friends of the Victoria Institute	Parish Council Rep. Member
Cllr. Potter	Friends of the Victoria Institute	Member
Cllr. Simpson	North East Bassetlaw Forum Bassetlaw Parish Councils Liaison Group A1 Housing Board	Parish Council Rep. Parish Council Attendee Member
Cllr. Stead	Friends of the Victoria Institute Joint Burial Committee	Member Parish Council Rep.
Cllr. Taylor	Swimming Pool Committee	Parish Council Rep.
Cllr. M.Trossell	Friends of the Victoria Institute	Member
Cllr. A. Wilkinson	Friends of the Victoria Institute Joint Burial Committee	Member Parish Council Rep.
Cllr. J. Wilkinson	Friends of the Victoria Institute	Member
Cllr.N.Jaggard Smith	Misterton Area Partnership Parent Teacher Association	Company Secretary Chair
All Members	Training, Etc.	Entitled to Travelling and Subsistence Allowances

Other Interests to Be Declared- None

**10/11/354** Annual Audit Requirements

- (a) Members were satisfied that the Parish Council's Risk Assessment Policy was working efficiently, subject to an amendment to Part 4 to note that the insurance relates to Public Liability insurance and that in future this was to be reviewed annually not periodically

Recommended : To amend Risk Assessment to review public liability insurance annually

- (b) Members were satisfied that the Parish Council's internal controls (including internal audit), financial systems, financial regulations and standing orders were all satisfactory. The Clerk to review the petty cash system however in respect to postage payments.
- (c) Members were satisfied that the Parish Council always endeavoured to ensure compliance with legislative requirements.
- (d) The Protocol on Communications and Delegated Powers was working satisfactorily but that the requirements regarding group emails have a common sense approach.
- (e) The Freedom of Information Publication Scheme and Guide to Proactively Published Information DEFERRED to consider additional documentation on the website and that this be dealt with at next Parish Council meeting

**10/11/355** Revenue Budget 2011/2012

The Clerk furnished Members with a preliminary set of Budget proposals.

In assessing the level of precept, Members took into account the desirability of continuing to support the precept from balances for the time being.

Comment was made on a number of items of expenditure to be amended and unbudgeted bye-election costs which would be budgeted for this year.

Recommended: That the Budget including the 2011/12 Precept of £49,750 be recommended subject to revisions. The Clerk to circulate a revised schedule for approval at the Parish Council meeting of the 8<sup>th</sup> February 2011

**10/11/356**    Annual Investment Policy 2011/12

Recommended that the 2010/11 Annual Investment Policy remain as at 2009/10.

**10/11/357**    Capital Programme 2011/12

Recommended that Capital expenditure be earmarked as necessary for :-

Map for Misterton Centre

Packet Inn Benches

Sports field Car park (tarmac)

Allotments (if required)

Burial Committee pathway if not funded by the Joint Burial Committee

Church Meadow resurfacing if required

Equipment in respect of Emergency Plan.

**10/11/358**    Public Bodies (Admissions to Meetings) Act 1960

**Resolved:** that due to the confidential nature of the business about to be transacted it was in the public interest that the public be excluded.

**CONFIDENTIAL**

**10/11/359**    Sports Field Tender

Members were provided with a draft Maintenance Contract. It was agreed the draft would be amended to specify 75mm cut to Specification 2 instead of 100mm. In addition Specific Considerations s5 to include "contractor to assess and not cut in inappropriate conditions". Cutting to commence in March.

Consideration was given to tender list and agreed Clerk to advertise Tender on Misterton Centre Notice Board until 1<sup>st</sup> March and send out Invitations to Tender. Tenders to be opened and agreed at March Parish Council Meeting.