

WRAWBY PARISH COUNCIL

The Minutes of the Second Meeting of Wrawby Parish Council held in the Village Hall on Tuesday 6th September 2016 @ 8pm

PRESENT: Messrs I R Smith, R G Green, W T Richardson, M Hebblewhite, J Dibdin, Mrs K Rothery, M Reddish and Mrs L Tandon.
Also present were two members of the public.

APOLOGIES FOR ABSENCE - Apologies for absence were received from Mrs K May and Mr P Keilthy (both holidays.)

MINUTES: - The Minutes of the Extraordinary Meeting held on 22nd August 2016, having been circulated, were approved for adoption.

MATTERS ARISING: -

The Clerk gave details of the following action taken so far to address the shortcomings on administration advised by the internal auditor:-

Asset Register

The Clerk will retain the Asset Register of the Council

Bank reconciliation

A system has now been established to ensure that formal year-end and periodic Bank reconciliation will be presented for review and approval by Council. These approvals will be minuted. The Clerk will carry out a reconciliation when each statement is received and this will be presented at each meeting commencing November 2016.

Audit Reports

Future internal audit reports will be presented to councillors each year for their consideration and approval.

Website

A link to Council matters has been established on the Wrawby.org.uk website on which will appear

Parish Council Agendas for each meeting

Minutes of meetings held

All payments of over £100 made by Council

Any other items considered appropriate by Council

Risk Assessment

The auditor feels that Council's Asset Risk Assessment is insufficiently robust to cover eventualities. Accordingly systems have now been established to carry out regular inspections of the Village Hall, the Playing Field and the Playing Area equipment. It is stressed however that the following are already in place:-

1. Annual Fire Inspection of the Village Hall
2. Electrical equipment PAT inspected regularly by a qualified engineer
3. Playing Area equipment is formally inspected by ROSPA annually and a report provided
4. Buildings, contents and Public Liability Insurance is in place for the Village Hall
5. Public Liability Insurance is in place for the play equipment on the Play Area.

The Clerk will keep copies of all the above reports and inspections.

Insurance

The Council's present insurers have been requested to confirm that all councillors, not just the Clerk, are covered by the Fidelity Guarantee part of the Parish Council Insurance. Also on this subject, the auditor pointed out that it may be possible to reduce council's insurance (£1028 – (2016)) by seeking a quote from another company (Aon is the present insurer). Accordingly Zurich Insurance has been requested to quote for the business.

Precept/Budgets

Actual payments against budgets will be presented to council at regular intervals (probably at each meeting).

In addition, the auditor considered that Council's reserve against unforeseen expenditure (usually in the £1000-£1500 range) is insufficient and a figure of 30% of the precept has been suggested.

This year's precept was £12000 so if this 30% reserve was to be established, then a substantial increase (say £4000) in next year's precept will be required. This matter is to be taken up with ERNLLCA.

Clerk's Status

The Clerk has to be an employee of the Council. Steps being taken to "outsource" the tax run. Salary and Expenses to be agreed and minuted each year.

ERNLLCA

Council has assumed membership of ERNLLCA with immediate effect. The Association will supply model standing orders and financial regulations – these will be accepted by Council.

There were no other matters arising.

The Chairman closed the meeting at 8.25pm.