

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY
COMMITTEE HELD ON THURSDAY 8TH JANUARY, 2009,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Mrs A Chandler - Chairman
Mr B Palmer Mrs A Riches Mr D Thompson
Miss P Wilkin Mr M Vincent Mrs J Williams

APOLOGIES: Mrs G Masdin Mr B Sabberton-Coe

The Chairman welcomed everybody to the meeting.

46. DECLARATIONS OF INTEREST

There were no declarations of interest.

47. MINUTES OF THE MEETING OF 13.11.2008

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

48. MATTERS ARISING FROM THE MINUTES

Minute 44.2. Village Map. The archive office had expressed an interest in the map. It was AGREED to photograph the map to show the archivist.

49. FINANCE, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET

49.1. The attached list of vouchers numbered 390 to 470, with payments totalling £53,597.83 and receipts of £4,513.87 were approved. This included the payments that had been approved by the Planning and Property Committee at its meeting in December but had not been listed then. The comparison with the budget and bank reconciliation were noted.

50. INTERIM INTERNAL AUDIT REPORT AND EXTERNAL AUDIT REPORT

50.1. Internal Audit. The recommendations of the interim internal audit report on the 2008/9 were discussed as follows:

R1. Review of Corporate Governance. The Council should review and update its Standing Orders to reflect the impact of legislative changes. It was AGREED to do this at the February meeting.

R2. Review of Insurance. The Council should, when considering renewal of the insurance cover for 2009, determine whether or not public liability cover warrants increase to £10 million. This matter was agenda item 8.

50.2. External Audit. The external auditor, Mazar, drew the following matters to the Council's attention: 1) *The risk assessment was last appraised by the Council in 2003. The assessment should be reviewed and approved by the Council on a regular basis (annually) in future and formally minuted. This was agenda item 7.*

- 2) *The Council should review effectiveness of the internal audit and minute the outcome.*
- 3) *Appropriateness of level of fidelity cover should be reviewed in conjunction with insurance premium. Agenda item 8.*
- 4) *Asset register should be updated to ensure it includes all council owned assets and reconciled, where appropriate to the insurance schedule.*
- 5) *Standing orders should be reviewed on a regular basis to ensure they remain fit for purpose.*
- 6) *PWLB balance in section 1, box 10, should state £39,799. This had been corrected.*

It was AGREED that the matters not already on the agenda for the meeting should be addressed at future meetings.

51. REVIEW OF RISK ASSESSMENTS

The Risk Assessments were reviewed and AGREED. Arrangements for backing up computer records were discussed and it was AGREED that the present arrangements with the Clerk backing up the Scribe systems on floppy discs and keeping an additional copy in her home were satisfactory.

52. INSURANCE COVER FOR FIDELITY GUARANTEE AND PUBLIC LIABILITY

It was AGREED to increase the Fidelity Guarantee cover to £100,000 at an additional cost of £10.42 and the Public Liability cover to £10 million at an additional cost of £77.80.

53. RENEWAL OF DELEGATED FUNCTION CONTRACT WITH BROADLAND DISTRICT COUNCIL

It was AGREED to renew the contract for monitoring road and path cleaning.

54. NOMINATION TO NORFOLK ASSOCIATION OF LOCAL COUNCILS

It was AGREED to nominate Mr B Palmer for election to the Executive Committee of Norfolk ALC.

55. HIGHWAYS MATTERS

It was noted that Norfolk County Council had agreed to clear the vegetation that was restricting the carriageway at Oak Lane.

56. CORRESPONDENCE

The list of correspondence was received.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.25 p.m.

Chairman 12.2.2009