

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY
COMMITTEE HELD ON THURSDAY 9TH JULY, 2009,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Chairman – Mrs G Masdin
Mrs A Chandler Mr B Palmer Mrs A Riches
Mr M Vincent Mrs J Williams

APOLOGIES: Mr B Sabberton-Coe Mr D Thompson Miss P Wilkin

Mrs G Masdin welcomed everybody to the meeting.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

It was unanimously AGREED to re-elect Mrs G Masdin as Chairman and Mrs A Chandler as Vice Chairman.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING OF 14.5.2009

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

4. MATTERS ARISING FROM THE MINUTES

Minute 89, Surgeries. Mr B Palmer and Mr M Vincent had held the surgery on 13th June but were disappointed that, despite the publicity in the newsletter, no residents had attended.

Minute 91.1. Staff accident. Mrs Wilkin was still suffering with the damage to her hand. Norfolk County Council had denied negligence and refused to entertain a claim for compensation. This was being pursued further.

Minute 91.2. Catton Park accounts. Mr M Vincent had re-drafted the accounts and supplied a copy to each member. Some members continued to feel they would like to see a simpler version of the accounts. It was explained that, as a charity and a limited company, the accounts of the Catton Park Trust limited were required to be presented in the format published.

5. FINANCE, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET

5.1. The attached list of vouchers numbered 122 to 189 with payments totalling £18,162.76 and receipts of £600.47 were approved. The comparison with budget and bank reconciliation were noted.

5.2. Churchyard extension. The responsibility for maintaining the new area of the Churchyard and the hedge currently planted there was thought to be the Council's. This would be clarified.

6. INTERNAL AUDIT REPORT AND RECOMMENDATIONS

6.1. Final Report. Copies of the full report had been supplied to members and its recommendations were discussed and decisions made as follows -

It was AGREED to review the standing orders to reflect the impact of legislative changes (Code of Conduct changes).

It was noted that the unclaimed VAT refund on a Zurich bill had now been reclaimed.

It was noted that Zurich had been reminded of the instruction to increase insurance cover and that this had been effected and paid for.

It was AGREED to investigate the possibility of re-paying the small loan from Norfolk County Council.

6.2. Statement of Governance. This had been signed at the Parish Council meeting. It was, however, still necessary for the Effectiveness of Internal Audit to be reviewed. It was AGREED to do this at the next meeting after members had been able to study the advice note.

7. APPOINTMENT OF LOCUM CLERK

It was AGREED to appoint Mrs R rose as locum clerk for the period ending May 2011.

8. HIGHWAYS MATTERS

It was noted that St Faiths Road, from Fifers Lane to Taylors Lane, would be closed for resurfacing for a week beginning in 23rd July.

9. CORRESPONDENCE

The list of correspondence was received.

10. REPORT ON OTHER MATTERS

It was AGREED to discuss the response to the questionnaire about the Parish Plan at the next meeting.

The Chairman thanked everybody for attending and closed the meeting at 8.30 p.m.

Chairman 13.8.2009