

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE  
COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET,  
ARMTHORPE, ON TUESDAY, 29<sup>TH</sup> JANUARY 2013

PRESENT: Chairman - Councillor C.J. McGuinness  
Vice-Chairman - Councillor T. Corden

Councillors L.S. Dickman, M.J. Doran, V. Doran, P.J. Farrell, P.A. Hanson,  
S.L. McGuinness, W.L. Moore and F.J. Tyas.  
Mrs. S. Clayton, Joint Bar Manager.

APOLOGIES

Apologies for absence were received from Councillors J.R. Armstrong,  
A. Brown, A.J. Brown, E. Butler and S.A. Pickles.

11. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declarations were made at the meeting.

12. MINUTES

RESOLVED that the Minutes of the meeting of the Committee held on  
25<sup>th</sup> September 2012 (copies of which had previously been circulated  
to each Member) be approved as a correct record and signed by the  
Chairman.

13. BUDGETARY PROVISION

RECOMMENDED that the contents of the report previously circulated  
be noted, which showed the following:-

- (a) the budgetary provision for the current financial year (2012/13);
- (b) on the basis of the best information available, the actual  
income and expenditure for the period 1<sup>st</sup> October to  
31<sup>st</sup> December 2012;
- (c) details of the bank reconciliation for the nine months period to  
31<sup>st</sup> December 2012;
- (d) that £180,000 in the accounts with Barclays Bank plc be  
placed in a bond for 9 months paying gross interest of 1.2%  
per annum from 1<sup>st</sup> March 2013;
- (e) that a specified sum to be determined by the Clerk, which is in  
accounts with the Co-operative Bank plc, be placed in a bond  
for 12 months paying gross interest of 1.43% per annum.

*Initials*

14. INTERNAL AUDIT

RECOMMENDED

- (1) it be noted that Members of the Committee had examined the Community Centre petty cash book, the Community Centre Bar petty cash book and the Sports & Recreation petty cash book, including the receipts for the payments made therefrom, since the last meeting of the Committee held on 25<sup>th</sup> September 2012;
- (2) that the report of the Clerk enabling the Committee to ensure it has an adequate and effective internal audit system and a system of internal control, be noted and
  - (a) the Audit Plan attached to the Clerk's report be adopted for use by the internal auditor;
  - (b) the internal auditor be required to follow the Audit Plan recommended by the Committee;
  - (c) the internal auditor submits a written report (together with the completed Audit Plan) for consideration by the Council with the draft year-end final accounts;
  - (d) the Committee confirms it has reviewed and approved its Risk Assessment, including its Financial Regulations and Standing Orders relating to Contracts (copies of which had previously been circulated to each Member);
  - (e) the Committee confirms that it has undertaken an adequate and effective internal audit of the Council's accounting records and of its system of internal control in accordance with the proper practices in relation to internal control, as required by the Accounts and Audit (England) Regulations 2011.

15. ASSETS REGISTER

RECOMMENDED that the contents of the Council's Assets Register (copies of which had previously been circulated to each Member) that had been amended to take account of proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide, be noted and approved.

16. ZURICH INSURANCE

RECOMMENDED

- (1) that the contents of correspondence be noted from Zurich Municipal regarding the Council's insurance policy and a proposal to include cover for 24 months business interruption;

*Initials*

- (2) that the Council enter into a long-term agreement for five years with the company, which will reduce the annual premium to the amount shown.

17. JOINT BAR MANAGER

RESOLVED

- (1) it be noted that after interviewing 3 candidates for the post of Joint Bar Manager, the successful candidate had subsequently decided not to accept the offer of employment in this post;
- (2) that the offer of Ms. J.M. Delves to stand in as substitute Joint Bar Manager until May be accepted with thanks;
- (3) that the Staffing Committee give further consideration to filling the substantive Joint Bar Manager's post.

18. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during the discussion on the following items of business owing to the confidential nature of the same.

19. BAR STOCKTAKES

RESOLVED

- (1) that the contents of the stocktake reports for the Community Centre Bar for the following periods (copies of which had previously been circulated to each Member), be noted:-
  - (a) 30<sup>th</sup> August 2012 to 5<sup>th</sup> October 2012;
  - (b) 5<sup>th</sup> October 2012 to 3<sup>rd</sup> November 2012;
  - (c) 3<sup>rd</sup> November 2012 to 1<sup>st</sup> December 2012;
  - (d) 1<sup>st</sup> December 2012 to 5<sup>th</sup> January 2012;
- (2) that the Clerk refer to the stocktaker the queries raised by Members.

20. SPORTS AND RECREATION OFFICER

RECOMMENDED that the post of Sports and Recreation Officer be regraded from Scale 5 of the National Joint Council Local Authority Services Pay Scales (SCP 22-25, i.e. £21,519 per annum) to the Senior Officers Grade 1 (SCP 29-31, i.e. £24,646 - £26,276), with effect from 1<sup>st</sup> April 2013.

*Signature*