

**Minutes of Martham Parish Council Finance Committee Meeting
held in the Community Centre, Playingfield Lane on
27th February 2013 at 19:30 hrs.**

Those Present:

Councillors: M Huke, P Manifold and J Beales (Co-opted)

Presiding: M Huke

Clerk attending: S Hunt.

1. Apologies

Cllr. K Jordan – no reason given.

Cllr. T Gates – absent.

In the absence of two members Cllr. Beales was co-opted to the Committee for the duration of the meeting to enable the meeting to go ahead.

2. Minutes of Last Meeting

The minutes of the meeting held on 14th November 1012 were AGREED as a true record.

Proposed by Cllr. P Manifold, *seconded* by Cllr. J Beales. *Unanimous.*

3. Matters Arising not otherwise On the Agenda.

Audit Costs. The meeting was presented with a breakdown of the new costs for Audit and income brackets. It is likely that if the Council is successful in all the grants applied for that the Audit fee would increase by £100 from that anticipated.

4. Review of Assets Register

Members carried out a detailed review of assets held by the Council. Cllr. Huke to number all benches and plot onto a Google Map for the retention of the Clerk. **CLLR. HUKÉ.**

Boundary posts on the green to be counted and updated on the register. **CLLR. HUKÉ.**

Community Centre contents to be added to the asset register. Cllr. Beales to generate a list.

CLLR. BEALES.

Office equipment had been updated by the Clerk. These changes Approved by the meeting.

- Post Office noticeboard to be added with value of £250.00.
- Outdoor Gym to be added by Clerk if award granted.
- Picnic table to be added under street furniture – location East Pond. £365.00.

Updated register to be circulated once completed. **CLERK.**

5. Review of Financial Risk Assessment

The Financial Risk Assessment was reviewed, amended and AGREED. *Proposed* by Cllr. P Manifold, *seconded* by Cllr. M Huke. *Unanimous.*

6. Review of Internal Financial Controls

The Internal Financial Controls were reviewed and AGREED without amendment. *Proposed* by Cllr. M Huke, *seconded* by Cllr. P Manifold. *Unanimous.*

7. Review of Financial Regulations.

The Financial Regulations had been reviewed by the Full Council. These changes were reviewed, revised, and AGREED.

Proposed by Cllr. Huke, *seconded* by Cllr. Beales. *Unanimous.*

8. **Review of Duties of the Financial Officer.**
It was agreed to amend these to include ensuring a bi-annual internal audit took place.
Proposed by Cllr. Huke, seconded by Cllr. Beales. Unanimous.
9. **Review Terms of Reference for Auditor.**
The Terms of Reference for Auditor were reviewed and AGREED without amendment. *Proposed by Cllr. M Huke, seconded by Cllr. P Manifold. Unanimous.*
10. **Review of Current Financial Position.**
The meeting received an up to date financial position showing a balance of £45,756.92. It was Proposed by Cllr. Beales and seconded by Cllr. Manifold that Cllr. Huke submit an invoice for his out of pocket expenses incurred during the recent Adjudication Case. Clerk to investigate how this can be re-imbursed. **CLERK.**
Cllr. HUKÉ declared his interest and did not take part in this discussion.
11. **Banking Arrangments.**
It was AGREED to remain with Santander at present.
12. **Internal Audit.**
The Clerk confirmed this has taken place on 8th February 2013. The Internal Aditor's report was presented to the meeting. The contents were NOTED.

Future meetings were changed from 3rd April to 10th April, from 3rd July to 10th July.

There being no further business, the meeting closed at 20.28 hours.

Signed.....(Chairman) Dated: 10th April 2013