

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

23 May 2016 7.00pm

MEETING ROOM Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Councillors, Atkinson, Broadhurst, Cox, Duguid, Grajewski (Chairman), Johnson, Luffman and Pragnell.

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllr Boyes.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 18 APRIL 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 9 MAY 2016.

These were noted.

4. MATTERS FOR RESOLUTION

- a) To discuss and agree to increase the number of cheque signatories to enable the smooth running of the council's payments.**

The Chairman commented that there had been some difficulties in getting cheques signed within required time frames (The Public Contracts Regulations 2015 Ch9 s113) especially with the cashing of petty cash cheques. Members discussed issues around financial risk management and restrictions and the number of signatories that should be available.

Following proposal, seconding and on a show of hands it was AGREED that the Chairman and Vice-Chairman of the Council, the Chairman and Vice-Chairman of Policy and Finance were to be authorised signatories and the Clerk as a co-signatory for cashing petty-cash cheques up to a value of £100.

It was also decided to undertake a review of the cheque signing procedures to ensure consistency across all signatories.

- b) To agree the RECOMMENDATION from HR Committee that, following any appropriate due diligence checks, J Humphrey Associates should be appointed to run the council's Auto Enrolment Pension and payroll.**

Following proposal, seconding and on a show of hands the RECOMMENDATION was AGREED.

- c) To agree that the staff salaries are increased as per RECOMMENDATION by the HR Committee and as required by the Green Book.**

Following proposal, seconding and on a show of hands the RECOMMENDATION was AGREED.

(N.B. As of 24 May the updated 2016 and 2017 NJC/SLCC salary settlement have been received by the Parish Office and are therefore, as per contractual requirements, the prevailing salaries for the Scalar Points).

- d) To discuss and agree, within the adopted financial regulations (6.9), to make a RECOMMENDATION to Council to enable the payment of salaries by BACS when the payroll is moved from EBC to a pensions and payroll bureau.**

It was commented that there are different levels of security according to which bank an organisation uses, and that adequate financial risk management would be essential. It was also commented that most systems could be adapted to have a two-part authorisation process; one person inputting the salary payments and a second authorising the transfer of funds. In terms of moving any payments to BACS it was noted that the Clerk needed to be a signatory on the account (as already resolved) to enable the bank to talk to him about BACS or any other banking matter.

Following proposal, seconding and on a show of hands the making of such a RECOMMENDATION was AGREED.

5. TO NOTE THE FINANCIAL REPORTS:

- i. SAGE current account reconciliations from 19 February 2016 to 18 April 2016 (most recent bank statements), HSBC Events Account (Funtasia),**
These were noted.

- ii. To agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques**

Following proposal and seconding and on a show of hands these were agreed.

- iii. To note, note the Accounts returned by the accountants (to be tabled, as delivery is expected on 23 May).**

These were deferred as the Clerk reported there were a couple of errors and large items of expenditure had been accounted for together which did not help either the clarity or understanding of the accounts.

Following proposal and seconding and on a show of hands an extraordinary meeting of the committee to analyse the accounts and discuss and agree whether to make a recommendation to Full Council that they are accepted, be set for 13 June 2016 at 7.00pm.

6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

The financial report for Funtasia 2016, cheque signing procedures and Member training.

7. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 13 June 2016, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 7.35 pm.

Chairman.....