



Burbage Parish Council

Clerk: clerk@burbage-pc.org.uk 01672 563718

Minutes of the Finance & Policy Committee meeting of Burbage Parish Council
held on **WEDNESDAY 31 May 2017** in the Church Centre
Joyce Turner, Clerk to the Council

Present: Cllrs Pearce (Chair), Acheson, Colling, and Lewis

- 01 Apologies for absence – None
- 02 Declarations of Interest and requests for dispensation. There were none.
- 03 Minutes of the last meeting of the Finance & Policy Committee, held on Monday 27th March, 2017. These were approved unanimously.

FINANCE

- 04 Matters outstanding from the last minutes and update on actions from previous meetings: None
- 05 **Correspondence:** None
- 06 The actions arising from the Internal Audit completed on 22nd May 2017 were reviewed:-
 - a) The internal auditor highlighted an issue with the tendering process for the piece of play equipment that was bought. The Financial Regulations state that three tenders must be sought for all items likely to cost more than £1,000. If there is only one supplier for a specialist item, the Minutes should clearly state that the Regulation to obtain three tenders has been set aside, with an explanation as to why this has been done. This recommendation was noted, for future purchases.
 - b) The issue of councillors over the age of 80 not being covered by the existing insurance policy had been highlighted by Cllr Acheson at the May Parish Council meeting, and was discussed with the internal auditor. The Clerk confirmed that she had already spoken to the insurance brokers, who had stated that all councillors were covered, with no upper age limit. Nothing has been received in writing from the brokers to confirm this conversation. Cllr Fellows advised the Clerk to write to the insurance company to state that Burbage Parish Council is proceeding as advised in the phone conversation with them. **Action Clerk**
 - c) The internal auditor advised that it was not best practice to ask the Clerk to buy Parish Council items on her own credit card. This was discussed, and the Finance & Policy Committee agreed that the Parish Council should attempt to avoid this happening in the future.
 - d) The internal auditor advised the Clerk to check Wiltshire Council's current list of items that the Parish Council is allowed to spend CIL money on. He also reminded the Clerk that Wiltshire Council needed to be sent a copy of the CIL account. This advice was noted. **Action Clerk**
- 07 The reformatted Asset Register was reviewed. It was noted that the bench at Seymour Pond, donated in memory of John Powell, was not on the list. The Clerk was asked to add it, before presenting the Register to the full Parish Council at the meeting on 12th June. **Action Clerk**
- 08 The Financial Regulations were reviewed, prior to formal review at the Parish Council meeting on 12th June 2017. It was agreed that they did not need amending.

POLICY & ADMINISTRATION

- 09 Matters outstanding from those minutes and update on actions from previous meetings: None
- 10 **Correspondence:** None
- 11 The Standing Orders were reviewed, prior to formal review at the Parish Council meeting on 12th June 2017. It was agreed that they did not need amending.
- 12 Payments made since May Parish Council meeting, as a result of an authorised contract or approved expenditure:

Issue Date	Chq/ SO	Ref.	Details	VAT Excl	Total	VAT
31/05/17	100543	P274C	Burbage News – Half page May 17	15.00	15.00	
31/05/17	100544	P275C	Nicholas Pearson Associates – NDP Landscape Appraisal	1,500.00	1,800.00	300.00
26/05/17	100545	P276C	Mr P Gill – Internal Audit 2016/17 accounts	45.00	45.00	
			Totals	1,560.00	1,860.00	300.00

- 13** Next meeting of the F & P Committee – **Monday 26th JUNE 2017** in the Church Centre.
The next **Parish Council** meeting will be on **Monday 12th JUNE 2017**

The Chairman closed the meeting at 20.35

DRAFT