

Minutes of the meeting of the Finance Committee held in the Sports Pavilion, Buxted on Wednesday 7th November 2012 at 7.00 p.m.

Present: Cllrs. Warner (Chairman), Blandford, Dopson and Rose
Also present: M J Wilson, Clerk to the Parish Council.

1 **APOLOGIES FOR ABSENCE**

Received from Cllr Skinner

2 **DECLARATION OF MEMBERS INTERESTS.**

Cllrs. Blandford and Dopson declared personal interests by being members, appointed by the Council, to the Buxted Community Hall Trust

3 **REVIEW OF MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 25th October 2011 were signed by the Chairman as a correct record of the meeting.

4 **REMUNERATION OF CLERK AND CARETAKER 2012/13**

Members reviewed details of the Clerk and Caretakers remuneration for 2012/13.

The Committee **recommends** to the Parish Council that the remuneration for the Clerks be set in accordance with current contracts which reflect NALC scales. These figures have been built into the budget for 2013/14.
The Committee also **recommends** to the Parish Council that the existing remuneration arrangements for the caretaker continue unchanged

5 **REVIEW OF ANNUAL RENT CHARGES FOR BUXTED ALLOTMENTS and PIG SYNDICATE**

At the Parish Council meeting on 9th October 2012 it had been agreed to keep all rents the at current levels for the next 12 months from May 2013, namely £33. £41 and £56 depending on plot size and £160 for the pig syndicate.

6 **PRECEPT AND BUDGET 2011/12**

Members discussed the budget proposals circulated by the Clerk in detail. Following discussion, the Committee **recommends** to the Full Council that the Precept be increased to £82,283, an increase of 2.0%. This will yield a predicted shortfall of £4,636 which will offset this years' projected surplus of £4,777. It should be noted that the expenditure figure includes £3,000 for the parish plan which will actually be funded from the parish plan reserve as well as an increased sum for legal and planning fees – now up to £3,700 – in case of costs relating to a new community hall.

The Committee **recommends** to the Full Council that the Receipts budget including the Precept be £86.453 and the Payments budget be £91,089. The full budget proposals, which include setting grants for the next three years, are attached to these minutes.

7 **ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT**

The internal audit was conducted in accordance with the terms of reference agreed with Mulberry & Co. and the Clerk reported that the Annual Return for the year ending 31st March 2012 had received a clean bill of health from the internal and the external auditors.

8 **REVIEW OF BUXTED PARISH COUNCIL'S FINANCIAL REGULATIONS**

Revised Financial Regulations were adopted by the Parish Council at its meeting on 8th February 2011 and these were still felt to be up to date and fit for purpose

9 **RISK ASSESSMENT**

The annual Risk Assessment Programme was reviewed and considered to be up to date and no recommendations for changes were made as this time. The Chairman had attended a Finance and Legal training day run by SALC and felt the audit and risk assessment procedures in place were very good
The insurance arrangements had been reviewed in full during 2011 taking account of the cover provided and the level of premiums and a new three year agreement through Came & Co had been put in place which was still considered adequate.

The meeting closed at 7.55 p.m.