

Minutes of the meeting of the Resources & Policy Committee held at the Sportsman Meeting Room, Birchwood Leisure Centre, Longmead, Hatfield AL10 0AN on Wednesday 20 July 2011 at 19:30.

PRESENT: Councillor R. Wheeler - Chairman
Councillor G. Wiltshire - Vice Chairman
Councillor M. Alder
Councillor L. Clark
Councillor M. Clark
Councillor C. Juggins
Councillor S. Laver-Walton
Councillor M. White

OFFICERS: C. A. Lloyd (Town Clerk)
P. Widdicombe (Deputy Town Clerk)

1. APOLOGIES

Apologies for absence were received from Councillor L. Mendez.

2. QUESTION TIME

There were no questions.

3. MINUTES

The minutes of the meeting held on 8th June 2011 were approved and signed as a true record.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. GRANTS SUB COMMITTEE

Members noted the minutes of the Grants Sub Committee held on 6th July 2011.

6. DRAFT LONE WORKER POLICY

Members noted the draft policy which had been identified as necessary as part of the Council's Risk Assessments.

The Clerk was requested to ensure that all staff signed to confirm they had received and read the policy and that working at heights training was organised for staff requiring such training.

RESOLVED that the policy be adopted.

(Action: Clerk)

7. REVIEW OF THE COUNCIL'S TRAINING POLICY

Members considered the Training Policy adopted in September 2009 which had been identified as due for review as part of the Council's Risk Assessments. RESOLVED that the policy be agreed unamended.

(Action: Clerk)

8. INTERNAL AUDIT

Members considered the internal auditor's final report for 2010/11.

RESOLVED that the underlined responses attached at Appendix A to these minutes be forwarded to the Internal auditor.

(Action: Clerk)

9. ACCOUNTS FOR PAYMENT

Officers advised that a specialist was drawing up a proposal for the Council regarding solar energy and a report would be submitted to the Committee in due course.

It was noted that the electricity deal with Southern Electric would finish on 30 Sept 2011 and the Deputy Clerk would be reviewing dual-fuel deals available to the sector.

Members were advised that the Government proposal to abolish cheques had been dropped.

Members noted that the external audit fees which had been paid for 2010/11 would be refunded to the Council and would be in excess of £11,200.

RESOLVED that the payments be noted and approved.

10. DATE OF NEXT MEETING

Noted that the next meeting of the Committee will take place on 12th October 2011 at 19:30.

Closure: 8.05pm

Chairman

Rec. No.	Recommendation	Response
Review of Accounting Records and Bank Reconciliations		
R1	The long-standing, uncleared effects remaining on the current account bank reconciliation should be investigated and appropriate steps be taken to clear them.	<i>We are pleased to note these have been cleared accordingly prior to the year-end close down</i>
Review of Income		
R2	Action should be taken to determine with NatWest as to the status of the Reserve account interest income which appears to have been paid net of basic rate income tax, instead of gross: if confirmed, steps should be taken to recover the income tax deducted at source, either from the Bank or HMRC themselves.	<i>As noted in the body of the report, appropriate action was taken by the Deputy Clerk and his efforts have finally proved to be successful</i>
Petty Cash and Charge Card Transactions		
R3	The RFO should ensure that procedures in relation to the identification of VAT on charge card transactions are tightened to ensure that the Council claims back all the input taxes to which it is entitled	<u>All Business Card holders will be advised that not only will a receipt be required for all transactions either in person or via an online purchase but a VAT receipt needs to be obtained.</u>
Salaries and Wages		
R4	Rates paid for the re-imburement of staff mileage claims should be reviewed to ensure consistency and compliance with extant legislation.	<i>This has been considered by the Establishment Committee in March 2011 and resolved that the Town Council should adopt the same mileage rate for casual users as that implemented for Borough Council staff and Members (i.e. 40p per mile).</i>
Annual Return and Supporting Statement of Accounts		
R5	The consistent imbalance for both 2009-10 and 2010-11 in the reconciliation between Boxes 7 and 8 of the Annual Return of £220,496 needs to be investigated and appropriate amendment made, probably to either the data as presented or the	<u>The reconciliation between the two boxes has been made reflecting all the entries in the Balance Sheet.</u>

underlying Balance Sheet in support of the debtors and creditors, although the position remained unclear at the conclusion of our audit visit.

R6 We consider that full Supporting Statements of Accounts should continue to be prepared, albeit without the formality of the FRSSE requirement, to further inform members and officers of the Council's financial outturns for the year Full supporting statements will continue to be prepared
