

Resources & Policy Committee Minutes 21st April 2010 - Appendix A

Rec. No.	Recommendation	Response
Review of Expenditure		
R1	Detail of any official orders raised and the missing codes as identified on our test schedule should be provided in advance of our final visit for 2009-10.	This is being actioned
R2	All staff should be reminded of the need to raise an official order for all purchases, specifically in relation to bar supplies.	This has been done.
Assessment and Management of Risk		
R3	Arrangements should be made with the software supplier for useable LCRS discs to be provided and for the appropriate areas of potential financial risks to be assessed accordingly.	New discs have arrived and will be tested shortly.
Review of Income		
R4	In order to strengthen the allotment rent recording procedures and provide a more complete record of allotment rents due and recovered, the schedule issued to the front desk for update as and when rent payments are received should be expanded to make provision for the fees due to be identified and also for any changes in tenant detail to be recorded, together with supplementary fees when a change in tenant occurs part way through the year.	This is being done.
R5	In order to provide a clear and comprehensive audit trail, a copy of the receipts issued to tenants on payment should be taken and placed on the control file.	This will be done.
Salaries and Wages		
R6	Responsibility for all HR issues and maintenance of personnel records should be vested in one officer, with an appropriate comprehensive personnel file established for each employee, be they permanent or casual staff (the files should, as a minimum, contain all relevant detail as indicated in the body of the report.	The town Clerk is taking on all HR responsibility and will be setting up files in due course.
R7	The RFO should review the payment of "Outer London Fringe Allowance" to ensure that overpayments are not made to full time employees or those part time employees working in excess of 37 hours per week in either a four or five week monthly period.	Members have RESOLVED that all staff working over 37 hours will receive the same hourly rate as that paid for 1 – 37 hours i.e. their hourly rate will be increased to negate the deduction of the Outer London Fringe Allowance.

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Salaries and Wages		
R8	All travel claims should be signed by the employees and be checked and authorised for payment by a supervising officer: in the case of the Clerk's claims, the Chairman should certify the travel claim.	This has been actioned.