

# Newnham Parish Council & Burial Authority

## **AGENDA**

**Minutes of a meeting of the Parish Council Finance and Employment Committee, held on 21<sup>st</sup> March at 7.00 p.m. in the Armoury Hall, Newnham on Severn – Page 4**

**Present:** Chair Cllr F. Bihlmeier, Cllrs T Firman, C Kenny, J Larkham & I Walker + The Clerk.

1. **To allow Public Consultation**  
None
2. **To Receive Apologies for Absence**  
None
3. **To Receive Declarations of Interest**  
None
4. **Adoption of Minutes of the Parish Council Employment & Finance held on 20<sup>th</sup> December 2016.**  
The minutes of the meeting were duly adopted
5. **To Receive a report from the clerk on matters arising from previous meetings and not on Agenda**  
None
6. **To Receive the Clerk's Report**  
By agenda item
7. **To Consider and Approve as follows.**  
**The Quarterly Check of payments** was completed. Whilst Income and expense report entries were checked against invoices and cheque book stubs and found to be correct, second councillor initials were missing from some cheque stubs. After correction in the cheque book the audit was approved  
**The Quarterly Check of the Cash Book** was completed and no issues identified
8. **To Receive and Approve any emergency payments.**
9. **To Consider Financial performance**  
**The Income / Expenditure report for the YTD** was reviewed and considered to be accurate  
**The spend v plan report (11+1)** was reviewed and it was agreed that finances for the year were on plan. There will be some reduction in reserves at year end (as expected) due to additional projects identified during the year. Cllr Walker expressed concern that most of these projects appeared in "Unallocated" making this grossly over the initial spend and felt more categories were needed. The clerk committed to looking at amending the report.
10. **To receive an update on the implementation of electronic banking**  
The Clerk advised that the planned trial of electronic banking scheduled for January had not taken place and with yearend and audits due he did not plan to trial until April. Cllr Walker expressed concern that the trial had not taken place as committed to by the clerk and that not enough emphasis was being placed on its introduction. The clerk was instructed to ensure that the trial took place in April and that any issues that may hinder the task be communicated ASAP. Further discussions identified issues with card readers not being supplied to councillors (from the bank) which are needed to approve payment release, investigation by the clerk required in time for April trial.
11. **To Consider & Approve the updated Asset register**  
After review the updated Asset register was considered accurate and signed by the Chair, Finance chair and Clerk. Ready for submission to full council

# Newnham Parish Council & Burial Authority

## Page 5

12. **To Consider and recommend to full council moving to a fixed rate electricity supply with Npower.**

After discussion it was agreed the clerk should contact Npower direct and ask for an outlook of next year's costs against the fixed plan offered. Alternative quotes could then be considered if necessary.

13. **To consider and recommend to full council a strategy for renewal of the Insurance policy (currently a 3 year deal with Came & Co)**

The clerk advised that he had contacted Came & Co as the policy renewal is due in October. They cannot give any quotations until 6 weeks before the policy renewal when three quotes from different insurers would be provided. After discussion it was agreed that this was a specialist field of insurance and that being the approved provider by GAPTC etc the three quotes from Came & Co would be sufficient. However, talks with them to ensure quotes were competitive would be held nearer the renewal date. This proposal will be submitted for approval by full council

14. **To receive an update from the clerk regarding the preparations for the 2016/17 Internal Audit due on the 10<sup>th</sup> April**

The clerk advised that all was in order for the audit

15. **To Confirm the next meeting date for the Employment and Finance Committee.**

19<sup>th</sup> June 17

## To be taken in committee

16. **To complete the quarterly Clerks appraisal**

On conclusion of the general business the clerk withdrew from the meeting for the quarterly appraisal discussion to take place.

**There being no further business the meeting concluded at 8.15 pm (approx.)**