

Wickham Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Wednesday 12th June 2013 at 7.30pm.

Present: Angela Clear (Chairman), Sue Roger-Jones (Vice-Chairman), Di Frost, Justin Gamblin, , Jon Taylor.

Parish Councillors Nick Guy and Jenny Hollis, Parish Clerk Nicki Oliver.

1. **To receive apologies for absence** Marie du Boulay,
2. **To receive declarations of interest on agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Agenda**

4.1 To receive internal auditor's report **Report received.**

4.1.1. Fidelity Guarantee Cover – to consider, having regard to expected 2013/14 cash balances whether additional cover is required. Actual cover £250K Audit Commission Guidance £258K. **It was agreed to increase the cover when the insurance is next renewed.**

4.1.2 Tenders – No evidence that paras 11(d) or 11(f) of the finance regulations were adhered to. The process was handled externally by the professional project manager who reported to the Council on the tenders, the lowest valid tender being accepted by the Council.

With reference to Full Council 24th September 2013 item 4.5.3

*Following a tendering process, proposal to place order for an all weather pitch with Chiltern Sports in the sum of £153,606 + VAT **Resolved.***

*Proposal to retrospectively include in the resolution the agreement to employ Lee West of Sports Facility Planning and Design to carry out the tendering process for the all weather pitch and to open the tenders and report to the Council with his findings and recommendations and to temporarily suspend standing orders and finance regulations to allow this to be completed. **Agreed as an agenda item for Full Council.***

4.2 Proposal to recommend accounts for external audit comprising:

1. Receipts and payments accounts 2012/13
2. Asset register April 2013
3. Supporting statement 2012/13
4. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2013/14 / Review April 2013
5. Annual Governance Statement 2012/13
6. Audit return Section 1, Section 2 and Section 4

Agreed to recommend to Full Council.

5. **To identify any unmanaged risks within this committee's remit** None.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** None.

Meeting closed 7.44pm