

Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Thursday 10th May 2018 @ 19.00, Parish Room, Church Lane, Doddinghurst.

Present: Cllrs. Mrs Dicker (Chairman), A Farrow, G Smith, Julia Le Page, M R Capon, D Powell.

1. **Apologies for absence.** Full attendance.
2. **Declaration of Interests relating to items on the agenda.** No interests declared.
3. 🗳️ **Resolved:** Approved, minutes of the meeting held on 13th March 2018.
4. **Information: Update on actions since last meeting.** Noted the following:
 - Bank reconciliation for 17/18 completed.
 - External audit return completed.
 - Audit Variance analysis completed.
 - External Auditors letter completed.
 - Internal Audit scheduled.
 - VAT returns for 2017/18 completed.
 - Tax return completed and P60's issued.
5. **Information: Budget overview and capital spend projects in 2018/19.** Noted the budget performance of actual versus forecast spend for 2017/18 and forecast spend in 2018/ 19. Noted the allocation of funds from 2017/18 in 2018/19 and the capital spend planned for 2018/19.
6. **Information: The external "intermediate" audit regime and the Parish Council Audit report.** The audit covering letter reply, the Bank Reconciliation, the Variance analysis, and the Annual Governance and Accountability Return for 2017/18 were reviewed and agreed. Noted that the external auditor had selected Doddinghurst PC (at random) for an Intermediate audit. Noted also the Internal Auditors report completed on the 9th May 2018 showing control objectives achieved and records maintained to a high level.
7. 🗳️ **Resolution: Approved:** The External Audit submission and Governance Statement compliance.
8. 🗳️ **Resolution: Approved:** for recommendation to full Council: Parish Council Insurance Renewal due on the 31st May 2018 with BHIB/ Aviva (from 5 quotes) @ £1076.
9. **Information: To note the IT arrangement put in place following the appointment of a new Clerk.** The new Clerk had been provided with a Lenovo Ideapad W10 machine loaded with Microsoft Excel, Word and Powerpoint, Outlook and Sage 50 as used by the outgoing clerk. The RFO will use an existing W 8.5 machine also equipped with Sage 50.
10. 🗳️ **Resolution: Approved:** Risk assessment schedules for 2018/19 issued to Councillors for their feedback.
11. 🗳️ **Resolution: Approved:** The adoption of the new Local Government Pay Scales 18/19 and 19/20.
12. 🗳️ **Resolution: Approved:** An amendment to the salary scale point to, pro rata SP 34, for the Deputy Clerk wef 1/4/18.
13. **Information: Noted:** the commencement of a NEST pension scheme account for Doddinghurst PC employees - see full council meeting of the 12th January 2017 for the approval of the use of NEST.
14. 🗳️ **Resolution: Approved:** the Parish Council GDPR Privacy Notice and essexinfo.net website Cookie Notice.
15. 🗳️ **Resolution: Approved:** the Doddinghurst GDPR policy, action plan and DPO appointment requirement following the House of Lords amendment to the Data Protection Act 2017 that exempts Parish Councils from having to employ a Data Protection Officer.
16. 🗳️ **Resolution: Approved:** the formal closure of the Dreamweaver based website.
17. **Any Other Urgent Business strictly for information only.** Requested information on the use of Deeds of Covenant had been circulated.

The meeting was closed at 20.00

Signed:.....Deborah Dicker (Chairman)

Dated: 21st Nov 2018