



WOOTTON and EAST HUNSBURY PARISH COUNCIL

Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED

Tel: 01604 705055 Fax: 01604 705777

MINUTES OF THE MEETING FOR THE FINANCE & HR COMMITTEE

held at

Wootton Community & Sports Centre, Curtlee Hill, Wootton, NN4 6ED

on Wednesday 24th November 2010 at 19:00pm

Present: Cllrs. Savage, Rayner, Nunn, Bartley, Patel, Gonzalez De Savage, P Whittall.

1. Opening Procedures

- a. To receive and approve apologies for absence - none
- b. Confirmation of [Minutes](#) from September 2010 – it was resolved to sign the minutes as correct.
- c. Declarations of interest - none

2. Review comments from BDO audit – there were three items for discussion:

- 1) The need for a review of the effectiveness of the internal audit – a form provided by BDO was given to the Councillors by the Clerk. It was resolved for the Clerk to complete the form and to present it to the Councillors at the next meeting. This is a yearly requirement.
- 2) Fidelity Guarantee – it was recommended that the Council increased the insurance from £250k to £450K which will be changed at the next insurance renewal.
- 3) Comparatives restated – The carry forward figure for 2009 was restated – this is just a note. No action required.

3. Agree a system for internal recharging – following discussion it was voted to remove internal charging from the finance system and to note agreed internal charge amounts, to enable a true cost to the Centre to be seen.

4. Review of Month 7 data. The figures were discussed and areas of concern highlighted.

5. Review budget changes for 2010/11 – following a recent budget meeting a review of the changes agreed were made.

A document disclosing the grants/ear marked funds was reviewed – it was resolved to produce this document each month for review. It was also resolved to include a column to state the source of the grant i.e. which County Councillor and also to title the document Ear

Marked funds. It was also resolved to move the funds, on this document, to a separate bank account and to include Simpson Manor.

Clerk to provide the full costs plus for the various roles ready for the next meeting.

6. Review budgets proposed for 2011/12 – a discussion was held around the areas to be changed. It was resolved to agree proposals at the Parish Council meeting in December. It is the intention to increase reserves by £25k each year to achieve the £100k goal.

7. AOB.

It was resolved to type any minutes containing personal information on a separate “pink” paper.