



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Finance and General Purposes Committee

Meeting on Thursday 27th May 2021 at 6.30pm
at the River Bourne Community Farm

MINUTES

Councillors present: Baker (Chair), Maskell (Vice-chair), Schneider, Tucker, Waller.

In attendance: Prince (Clerk & Responsible Financial Officer), Deane (Deputy Clerk) (until 7,45pm).

The Chair opened the meeting at 6.30pm. There were no members of the public present.

FGP.21.001 Apologies. There were no apologies.

FGP.21.002 Declarations of Interest. There were no declarations of interest.

FGP.21.003 Approval of Insurance Renewal. The Clerk had previously circulated a report recommending the renewal of insurance with Zurich Municipal through Community First. He answered questions from Councillors. After discussion the Committee requested that the Clerk investigate increasing the Fidelity Guarantee insurance level to £1.5m. The Clerk said that, if available, the extra cost would be approximately £126 or 10% of the Council net premium, and that he thought it was unnecessary, but he would investigate.

Resolved: To approve the renewal of the Council's Insurance with Zurich Municipal through Community First and to commence a new 3-year Long Term Agreement.

FGP.21.004 Financial Regulations. At the request of the Clerk this item was deferred until after the new financial software becomes operational, which will probably be at the end of June 2021.

FGP.21.005 Approval of Financial Risk Assessment. A report and a copy of the Risk Assessment had previously been circulated and was available online. Two minor errors were discussed and corrected.

Resolved: To approve the Financial Risk Assessment dated 26th May 2021 as amended.

FGP.21.006 Approval of Asset Register. The Asset Register dated 31st March 2021 had been circulated and was available online. Cllr Maskell requested that locations were added for 3 items.

Resolved: To approve the Asset Register dated 31st March 2021 as amended.

FGP.21.007 Preparation of Annual Return. The Clerk explained the process of preparing the Annual Governance and Accounting Review. Discussion followed on the process of determining and checking the Accounting Statement. It was agreed that the

Clerk would provide the Committee with the same information that he provides the Internal Auditor. This would be done by email on completion of the Internal Audit.

The Clerk moved on to the Governance Statements. The Chair recommended that each member of the Committee reviewed each of the Governance Statement before the June Council meeting and raised any queries by email.

FGP.21.008 Review of Treasury and Investment Policy. This item was deferred until the July meeting of the Committee.

FGP.21.009 Review of Scheme of Delegation tasks. The Chair introduced this item. He had previously circulated a Report which included several points for discussion and recommendations.

Cllr Tucker and the Clerk questioned the need for this Committee to meet every month. The Chair responded by saying that it was the General Purposes element of the Committee's work that he thought required a monthly meeting. This included setting an Agenda for the Full Council meeting and discussing those elements previously undertaken by a Chair, Vice-chair and Clerk meeting. The next meeting of this Committee would therefore be held on Tuesday 6th July.

It was also agreed that Reports for the Full Council meeting, with the exception of Finance, should ideally be issued at the same time as the Agenda.

The Committee agreed with the recommendations of the Chair with regard to standing agenda items for this Committee.

The meeting closed at 7.50pm.

The next meeting of the Finance and General Purposes Committee will be held on Tuesday 6th July at 6.30pm at the River Bourne Community Farm

After the meeting an informal discussion followed on Longhedge and the delivery of the Community Open Space. The Clerk was asked to invite Vistry personnel to the next Council meeting.