

WALBERSWICK PARISH COUNCIL

MINUTES of the meeting of the Parish Council held in the Village Hall annexe at 7.30pm on 3 April 2012.

PRESENT: Councillors Mr D Webb (Chairman), Mr A Hunt, (Vice-Chairman), Mr A Pearson, Mr B Tibbles, Mrs R Woodcraft and Mrs J Gomm (Clerk).

1. APOLOGIES FOR ABSENCE

Councillor K Webb, Councillor B Morton, County Councillor R Leighton and PCSO Newson (Suffolk Police).

2. DECLARATION OF INTERESTS

Prejudicial interests: none

Personal interests: none.

3. REVIEW OF THE LEVEL OF FIDELITY GUARENTEE INSURANCE COVER

The Clerk explained this insurance was in place to insure against the Clerk misappropriating the Council's funds. The highest level of funds in the bank is likely to be at the end of April when the first half year of the Council's precept is paid into the bank. It is therefore good practice to review the level of cover shortly before the precept is paid. She said that at present the level of cover is £10,000. Given the current level of funds in the bank, the transactions in progress and the forthcoming half year precept she thought that there could be approximately £12,350 in the bank accounts at any one time in the next few weeks. She suggested that the level of fidelity cover be increased to £13,000. It was so **agreed**.

4. REVIEW OF THE INTERNAL CONTROLS OF THE COUNCIL

The Clerk explained that the internal controls of the Council were different for each Council. They included such matters as the issues considered by Councillors at the three meetings held during late Autumn before setting the budget and precept for the current financial year. All Councils' internal controls also included a regular review of risk assessment and management and the effectiveness of its internal audit.

Review of risk assessment and management

A risk assessment and management document provided by the Council's external auditor was studied line by line and amendments were made. Certain risks were deleted (those which didn't apply in Walberswick, such as those connected with the management of a cemetery), some were clarified (such as grants receivable and grants payable), additional information was included in some cases under the heading staff action. An additional risk was added, "Adequacy of funds and staff time to deal with Freedom of Information and similar requests", the level of risk was judged to be "high" and it was to be managed by a quarterly review. After completion of the review it was **agreed** the Chairman sign and date the document which he did.

Review of the effectiveness of the Council's internal audit

The Clerk explained that the Council's internal audit was kindly carried out by Mr T Kohn. It was good practice to review the effectiveness of the internal audit annually. Guidance was to the effect that the internal auditor should contribute to the review. It was **agreed** that the Clerk (as the Council's Responsible Financial Officer), Cllr Hunt (as the Councillor Financial Controller) and Mr Kohn meet to discuss the issue and that any recommendations for change be brought to the May meeting.

5. REVIEW OF THE COUNCIL'S ASSETS REGISTER

It was **agreed** to delete the photocopier from the register, add in the restored village sign once it is erected, check that the Village Hall Management Committee is still insuring the scroll and case and that Cllrs D Webb and Tibbles check all the other assets physically

against the register to ensure all assets are recorded correctly and that they report back to the May meeting any changes that need to be made to the register.

6. DATE OF NEXT MEETING

Monday 14 May 2012

7. CLERK'S SALARY

Cllr Pearson proposed and Cllr Hunt seconded that the public be excluded from the meeting during the discussion of this item pursuant to section 100 Local Government Act 1972 and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This was **agreed**.

The Clerk's contract provided for the award of one salary increment, subject to satisfactory performance, on 01.04.12. It was proposed by the Chairman and seconded by Cllr Tibbles that the Clerk be awarded the increment and this was **agreed**.

The contract also required a Job Profile to be undertaken before 01.04.12. This had not been done. It was proposed by Cllr Tibbles and seconded by Cllr Woodcraft that the Chairman, Vice-Chairman and Clerk meet to discuss and agree the Job Profile and this was **agreed**.

The contract also acknowledged that the legislation in respect of the provision of a gratuity was changing and that it may be necessary to pay towards a pension. It was **agreed** the Clerk seek advice from SALC and that this issue be reconsidered in the June meeting.

The meeting closed at 8.10pm.

Signed.....

Date.....