

STOKE MANDEVILLE PARISH COUNCIL

*Clerk: Mrs Sarah Copley
Telephone: (01296) 613888*

**Minutes of the meeting of the Finance and Governance Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Thursday 18th April 2013**

PRESENT: Cllrs D Starr (Chairman), S Watson, A Clark
Clerk: Sarah Copley

F13/1	APOLOGIES Apologies were received from Cllrs Duncan and Hunt. Cllr Kennedy was absent.	
F13/2	DECLARATIONS OF INTEREST There were no declarations of interest.	
F13/3	MINUTES OF MEETINGS HELD ON 29th JANUARY 2013 The minutes were agreed as a true record and duly signed by the Chairman.	
F13/4	2012-13 ANNUAL ACCOUNTS AND INTERNAL AUDIT a) The end of year accounts were reviewed and it was noted that a favourable management of the budget had been achieved for the year. b) The Clerk would arrange the date of the internal audit with HASE services once the final bank statement for the year had been received. c) The asset register was reviewed and in order to ensure it is accurate it was AGREED to recommend to the parish council that : i. Councillors are asked to check the assets list for their ward to ensure that it is up to date ii. The Parish Council consider a free trial of ParishOnline, a mapping system which allows councils to map the location of assets. It was agreed that the reviewed assets register would be used to ensure the Council has adequate insurance cover and to establish a timetable for replacement of older assets.	
F13/5	ACCOUNTS SYSTEM It was noted that the RBS Alpha system had been ordered as agreed by the Council. The Clerk would attend training in early May and would specifically request assistance creating reports in a similar format to that provided to the monthly meetings.	
F13/6	INSURANCE POLICY The Clerk reported that Came & Co had advised the Council that the level of cover in place for each street light was less than the amount of the recent claim. It was agreed that the Clerk would obtain an analysis of the insurance cover of street furniture in order for the Council to make an informed decision about whether to increase the amount of cover.	Clerk
F13/7	QUALITY COUNCIL STATUS It was noted that the quality council scheme is currently under review and would re-open for applications in October 2013.	
F13/8	RISK ASSESSMENT POLICY The draft policy was discussed and it was agreed to recommend to the Parish Council that it be adopted.	

F13/9	WEBSITE Following discussions of the types of website available it was agreed that the Clerk would obtain three quotes for a website to be created which can then be updated by the Council. Cllr Clark suggested that the website should be capable of email capture in order to provide updates and communications to residents.	Clerk
F13/10	DATE OF NEXT MEETING The date of the next meeting would be Thursday 18th July.	

Signed: _____

Date: _____