

## WATERBEACH PARISH COUNCIL

Minutes of a meeting of the **Finance Committee** of Waterbeach Parish Council held on Wednesday 18 May 2016 at 7.30 pm at the Old Pavilion, Cambridge Road, Waterbeach

### 16/1 THOSE PRESENT/APOLOGIES FOR ABSENCE

**PRESENT:** Cllrs: M Williamson (Chairman), B Bull, I Gilzean, K Grant and D Smart.

Apologies for absence were received from Cllrs J Rabbett and P Johnson (out of parish).  
In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services).

### 16/2 OPEN FORUM

None.

### 16/3 MINUTES

RESOLVED that the minutes of the last meeting on 20 April 2016 be approved as a correct record and that they be signed by the Chairman after the meeting. (Prop BB, 2nd DS, unanimous)

### 16/4 MEMBERS' INTERESTS

None.

### 16/5 REVIEW OF ANNUAL RETURN FIGURES FOR 2015-2016

The Internal Auditor's report had not yet been received and the figures for the Annual Return were therefore not yet confirmed. Three queries had been raised by the Internal Auditor:

- The zebra crossing. This was not owned by the Parish Council, and should not appear on the Assets List.
- An outstanding debt of £528.36 at the end of 2015, from Waterbeach Old Boys Football Club, had not yet been collected. RESOLVED, given that the Finance Committee considered the outstanding debt was still recoverable, to inform the Internal Auditor of this. (Prop MW, 2nd BB, unanimous)
- A payroll query. An error in the November and December figures had caused a discrepancy in the Internal Auditor's figures. It was understood that this had since been corrected and the employees had all been paid correctly but a misunderstanding had arisen. It was observed that the audit trail should be unambiguous. RESOLVED that Cllr Williamson, after looking into this further, should respond to the Internal Auditor, and report back to the Finance Committee on the outcome.

The accounts for 2015-2016, as updated, were considered. The following points were noted:

- A deficit of £9258 for the year.
- An increase in costs included expenditure of £10,000 for the pedestrian crossing. 90% of the costs had been included in last year's accounts. The retention on the skate park had also been included as a liability. It was noted that these two items would not appear in next year's accounts.
- The reconciliation between Boxes 7 and 8 was noted.
- The Variance report was noted. It was agreed to alter the wording "Recreation

ground upgrades” in the notes on S106 expenditure to “Work on the Recreation Ground.” Cllr Williamson confirmed that SCDC had advised the monies could be used for this purpose.

A proposal by Cllr Bull, that the accounts for 2015-2016 be accepted subject to receipt of the Internal Audit report following resolution of the three queries raised, was not seconded. RESOLVED to defer approval of the accounts to a future meeting, to be arranged when the Internal Audit is received.

The Assets Register as previously circulated, was noted.  
Cllr Gilzean left the meeting temporarily at 7.53 pm.

**16/6 REVIEW OF STATEMENT OF GOVERNANCE FOR 2015-2016**

On a proposition by the Chairman, it was agreed to defer this item to later in the meeting after Cllr Gilzean’s return.

**16/7 CREATION OF A RISK REGISTER FOR THE COUNCIL**

Cllr Williamson reported on new software tailored to the needs of local councils and recommended by the Internal Auditor, to support and provide a framework for the identification and review of local risks.

Cllr Gilzean returned at 8.02 pm.

Cllr Williamson explained that the software should help in the assessment and mitigation of risks and provide a framework for creating an action plan and a public risk register, ensuring that all risks were included.

Cllr Gilzean apologised for leaving the meeting again at 8.07 pm, as he felt unwell.

The need for reporting back on any action taken on health and safety issues was stressed. It was noted that a risk assessment should cover potential hazards. Cllr Smart suggested that members should look at different areas and rotate responsibility for these from time to time.

Cllr Gilzean returned at 8.12 pm.

RESOLVED that Cllr Gilzean together with Cllr Jane Williamson should study the software in more detail and bring a recommendation to the next meeting.

It was commented that the reporting of Health and Safety issues at meetings or in the Clerk’s report, would be useful.

**16/6 REVIEW OF STATEMENT OF GOVERNANCE FOR 2015-2016**

RESOLVED, whilst it was considered that Questions 4, 6 and 7 could be answered “Yes”, given that it was not possible to answer the remaining questions definitively until the Internal Auditor’s report had been received, to adjourn the meeting until the Internal Auditor’s report was available and to arrange another meeting at that time.

RESOLVED that Cllr Williamson will follow up the outstanding debt with the Waterbeach Old Boys Football Club.

There being no further business, the Chairman declared the meeting closed at 8.17 pm.

Signed .....Chairman .....date

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Unapproved