

EVERDON PARISH COUNCIL

Minutes of the Meeting of Everdon Parish Council
held on Monday 9 May 2016 at 7:00pm
in the Village Hall, Everdon

Present: Councillors Kevin Nichols (Chairman), David Osborne and Keith Wilkins.

In attendance: Clerk/RFO Erica Fothergill and District Councillor Johnnie Amos.

1	Councillor Nichols was unanimously elected as Chairman whereafter he signed a Declaration of Acceptance of Office.
2	Councillor Osborne was unanimously elected as Vice-Chairman whereafter he signed a Declaration of Acceptance of Office.
3	Resolved to sign the minutes of the statutory meeting of the Parish Council held on 11 April 2016 as a true reflection of proceedings.
4	Public Participation – None
5	Apologies received from Councillors Aitkenhead (work), Linfoot (family commitment), Flounders (hospital), Cooper and Nevill (holiday).
6	Members' Declarations of Interest – None.
7	The Standing Orders were reviewed and approved without change.
8	The 2016 Financial Regulations were reviewed, adapted to the council's operational requirements, whereafter they were unanimously approved.
9	The Council's Risk Assessment was reviewed and unanimously approved.
10	The delegation arrangements to the finance committee and Clerk/RFO were reviewed and approved without change.
11	There were no changes to membership of the finance committee or their terms of reference.
12	Councillor Osborne was unanimously appointed as internal control officer to oversee the council's finances.
13	Declarations of Interest were reviewed by all Councilors prior to the meeting and no changes were recorded.
14	Dates of ordinary meetings up to and including the next Annual Parish Council meeting in May 2017 were agreed and will be displayed on the website.
15	The Asset Register was amended and approved to reflect the purchase of a replacement shredder. Assets were found to be adequately insured.
16	The following policies/procedures were reviewed and approved :
1	Policy for dealing with the press/media;
2	Policy on recording meetings;
3	Procedures for handling requests made under the Freedom of Information (Fol) Act 2000 and the Data Protection Act 1998;
4	Fol Complaints Procedure;
17	Finance
1	Resolved to approve the April 2016 bank reconciliation.

2	Resolved to approve the April 2016 Income and Expenditure.			
3	<p>The internal auditor's Audit Report and issues arising from the report were reviewed and discussed. It was unanimously decided to continue using internet banking on the basis that:</p> <ol style="list-style-type: none"> 1. Council acts in accordance with procedures laid out in Sections 5 and 6 of NALC's Model Financial Regulations, despite the internal auditor's comment to the contrary. A copy of the Standing Orders is available on the council's website; 2. Council's insurance cover of £150,000 against employee dishonesty, more than adequately covers the money in the council's bank accounts; 3. The internal auditor's statement that 'payments are initiated and effectively carried out by just one signatory, normally the Clerk but it could be any other signatory' is not the case, as only the clerk has been appointed as service administrator, in line with NALC's guidance. The Clerk is the only person registered with the bank for online banking on behalf of the Council. <p>As The Council strongly disagreed with the above statements, it was agreed that the Chairman would contact the internal auditor and ask for these to be withdrawn.</p>			
4	It was resolved to continue using NCALC's internal auditors to carry out the council's internal audits, although alternative options are available..			
5	The insurance quotation for £358.01, received from Came & Company was unanimously approved.			
6	Resolved to approve payment of outstanding accounts below:			
	Payment	Payee	Description	Amount £
	Online	E Fothergill	April Salary plus 9 hrs overtime	491.20
	Online	E Fothergill	April Expenses, incl. new mouse & shredder	109.16
	Online	Came & Co.	2016/17 Insurance premium	358.01
	Online	S H Tree Works	Mowing for April, 2 nd cut	200.00
	Online	Northants CALC	Subscription and internal audit	398.14
18	Planning			
	Application	Address	Details	Comments
	DA/2016/0385	2 Stubbs Road Everdon	Replacement of existing shed with larger shed	No objections
19	Correspondence – Noted.			
20	Date of next meeting – The meeting closed at 7:50pm and the next meeting of the Parish Council will be held on Monday 13 June 2016 at 7.00pm.			