

BRADWELL PARISH COUNCIL

30th April, 2019

A Meeting of the Finance & General
Purposes Committee at 7.30 p.m.

PRESENT: Councillors Macdonald (Chairman), Carrier, Howlett, Shaw and Wells.

IN ATTENDANCE: Parish Clerk J Caborn; Councillor Steggles

1 **APOLOGIES** – Councillor Francis.

2 **DECLARATIONS OF INTEREST** – nil.

3 **PUBLIC PARTICIPATION** – no members of the public were present.

4 **MINUTES OF MEETING 16.4.19 – MATTERS ARISING**

Minute 9 – CCTV – a meeting of some members of this committee will take place at 10a.m. on 7.5.19, to consider what coverage is actually needed, before approaches are made to relevant companies.

5 **ACCOUNTS TO PAY**

- i) Arc Electrical Ltd. – i) carry out work after electrical inspection, Leo Coles Pavilion, re lights to be replaced with single LED batten fittings, and repair to heater wire, £357.10; ii) attended to CCTV camera August 2018, drilled lamp post and fitted one screw at top to secure camera, refitted existing hose type clip, called back December 2018 to secure camera with screws top and bottom, done away with hose clip, £129.60, total £486.70 – 104594
- ii) K J Nursey – football fixtures x 2, serviced April 2019, 2 x £22 = £44.00, less tax 20% £8.80, total £35.20 - 104595

6 **INTERNAL AUDIT CHECKS – 1.1.19 – 31.3.19**

The above were carried out on 25.4.19, and everything was found to be satisfactory.

7 **DRAFT ACCOUNTS 2018/19, STATEMENT OF ASSURANCE/ANNUAL RETURN**

The Clerk circulated the above statements – some minor amendments have been made since the final quarterly statements were submitted to the last committee meeting. Explanations were made regarding the accruals shown, and the fact that the 'income and expenditure' figures show a smaller surplus than those suggested by the previously circulated 'receipts and payments' figures. The Clerk was thanked for his good work, and it was **resolved to accept the draft accounts as shown, which may be subject to minor amendments before the final accounts are presented. All relevant items will now be transferred to the Internal Auditor, Mr D Cooper.**

8 **INTERNAL AUDIT – TO REVIEW THE EFFECTIVENESS OF THE COUNCIL'S OWN INTERNAL AUDIT PROCEDURES, ACCOUNTING SYSTEMS AND CONTROL SYSTEMS THROUGHOUT 2018/19**

The committee expressed the view that its procedures, which have been in use for many years, were satisfactory. The annual review of the effectiveness of the Internal Auditor's work will be carried out at the Parish Council's 4.6.19 meeting, which is when the statement of assurance and annual return will be signed.

9 **CORRESPONDENCE – REQUEST FOR DONATION**

It was resolved to donate £100 to the Gt Yarmouth Stroke Association. This payment will be made under the council's 's137' powers.

There being no other business, the meeting closed at 8.17 p.m.

Signed: Date :

Date of next meeting – 23.7.19