

# Wickham Parish Council

## Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Wednesday 2<sup>nd</sup> May 2012 at 8.30pm.

**Present:** Sue Roger-Jones (Chairman), Di Frost, Justin Gamblin, Jenny Hollis.

Parish Clerk Nicki Oliver

1. **To receive apologies for absence** Angela Clear, Therese Evans
2. **To receive declarations of interest on agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Agenda**

4.1 To receive income and expenditure report April 11- March 12 **Received.**

4.2 To review Internal Controls and Risk Assessment 2011/12 prior to production of an Action Plan for inclusion with end of year accounts **Reviewed and action plan agreed.**

4.3 To review audit tests carried out for 2010/11 and agree scope of internal audit work required for 2011/12 **It was agreed to maintain the 2010/11 audit tests for 2011/12.**

4.4 To review draft accounts for internal audit as follows:

1. Receipts and payments accounts 2011/12
2. Asset register April 2012
3. Supporting statement 2011/12
4. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2012/13 / Review April 2012
5. Annual Governance Statement 2011/12

**Agreed to recommend to Full Council for internal audit.**

4.5 Proposal to purchase three new dog waste bins for Wickham for the recreation ground, Tanfield Lane and Meon Valley Trail, cost to purchase £251 each plus installation. **Agreed to recommend to Full Council.**

4.6 Proposal to employ OCS to empty dog bins @ £4.83 per bin fortnightly (contract currently with WCC @£5 per bin but has been unreliable since new contractor took over) **Agreed to recommend to Full Council.**

4.7 Proposal to adopt 4 dog bins at Knowle currently under the estate management contract. Costs to empty covered by precept for Knowle grounds maintenance. (Both Wickham and Knowle will have 6 dog bins) **Agreed to recommend to Full Council.**

5. **To identify any unmanaged risks within this committee's remit** None.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** None.

Meeting closed 9.03pm