

Wickham Parish Council

Finance Committee

Dear Committee Member

You are hereby summoned to attend a meeting of the above Committee to be held at Wickham Centre on 7th February 2017 at 8pm. The business to be transacted at that meeting will be:

- 1. To receive apologies for absence**
- 2. To receive declarations of interest on agenda items**
- 3. To adjourn meeting to allow participation by members of the public**
- 4. Agenda**

4.1 To receive External Audit Report

4.2 To receive Interim Internal Audit Report

Internal Audit Report actions:

1. Standing Orders to update to include EU Procurement Regs
2. Risk Assessments to be approved before 31st March (present a month earlier than in previous years) – on agenda for 7th March
3. Insurance Adequacy of Fidelity Guarantee Insurance to review, currently £250k
4. Reserves – report to Council before 31st March – to be included in future precept calculations
5. Fees and Charges to be reviewed annually – agenda item below
6. Fixed Asset Register (present a month earlier than in previous years)– on agenda for 7th March
7. Bank Reconciliation – councillor and clerk to sign quarterly – in hand
8. Water Meadows account – query why not included in PC accounts. Advised it is a separate charity with PC as first trustee
9. Accounts – producing income and expenditure accounts. Advised it should be acceptable to continue with receipts and payments for 2016/17 but move to income and expenditure for 2017/18
10. External audit report to go to council before year end – in hand, agenda item 4.1 above

4.3 To review fees and charges for 2017/18 (will be included with precept discussions in future)

4.4 To note reserves for 2016/17 (will be included with precept discussions in future)

4.5 To note expenditure: repairs to Knowle skate park £750 + VAT (three quotes requested, two received: Wheelscape £750 + VAT and Gravity £2,750, Maverick declined invitation to quote)

4.6 To consider the following proposals:

4.6.1 Upgrading the cctv system and Wickham Centre to cover PC owned assets: two quotes received by the hall manager CIA £1,964.10 + VAT and £100 pa annual maintenance agreement; Fire Care and Security £2,089.11 and £80 pa annual maintenance agreement. (PC currently contributes towards £1,500 annual maintenance charge as part of its service agreement with Wickham CA, significant future savings)

4.6.2 Installation of cctv at Knowle Village Hall to cover the hall and village green, two quotes received: Fire Care and Security £2,514.50 + £80 annual maintenance, Advanced Gate Solutions £2,718 + VAT (annual maintenance not priced.)

- 5. To identify any unmanaged risks within this committee's remit**
- 6. Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available**
- 7. Recent correspondence/ reports from meetings attended of relevance to this committee**

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