

COUNCIL MEETING – 26 JUNE 2007

ITEM 9(a): FINANCE COMMITTEE

Notes of meeting of Finance Committee held on 20 June 2007

Present: Cllr G James (Chairman); Cllr Lady Kara Hawks and Cllr J Samways

1. 2006/07 ACCOUNTS

Consideration was given to the draft Income and Expenditure Accounts and Annual Return for 2006/07. The accounts would be presented to the Internal Auditor (John Murray) on 5 July and to the External Auditor (the Audit Commission) on 6 August 2007. It was noted that the Audit Commission had selected Copythorne for intermediate audit this year as part of an annual 5% sample. This involved submission of additional supporting documentation as identified at the meeting.

In addition, as part of the Annual Return, local councils now had to certify the effectiveness of their internal audit systems. In this context, the Committee reaffirmed the existing Financial Risks Policy and confirmed its satisfaction with the present Internal Audit arrangements.

It was therefore **recommended**:

- (1) That the 2006/07 accounts and Annual Return be approved;
- (2) That the Council confirms the effectiveness of its internal audit system.

2. BUDGET MANAGEMENT

Members reviewed the end-of-year accounts for 2006/07 to determine whether any unused budgets needed to be carried forward to 2007/08. It was **recommended** that no sums be carried forward from last year and that the budget for 2007/08, as approved under minute 88(a)/11/06, be confirmed.

3. FUTURE POLICY ON GRANTS TO OUTSIDE BODIES

Further to discussion by the Council under minute 27(a)/6/07, the Committee reviewed the current grants policy, and in particular the practice of making regular payments to selected groups.

In general, members felt that the present list of grant recipients (involving payments totalling £1550 in 2007/08) represented a good cross-section of local groups and that the list and grant payments could be justified in community service terms. The Committee also felt that the focus should principally be on *local* groups.

It was therefore **recommended** that the present grants policy continue.

4. REVISIONS TO CLERKS MODEL FORM OF CONTRACT

The Committee considered revisions to Clerks Model Form of Contract (circulated to all members), as agreed between NALC and SLCC.

The revisions related to the Model Code adopted by the Council (with variations) on 9 June 2005. The proposed alterations were fairly minor in nature, and either reflected legislative changes or were 'tidying up' amendments.

Members proposed adoption of the changes, subject to the following:

<u>Para</u>	<u>Subject</u>	<u>Finance Committee proposal</u>
10.1.1	Home working	Develop safety check list, particularly for IT
10.4	Clerk's availability to the public	Delete the words "during agreed hours"
11	Annual appraisal/development review	Delete
13	Additional hours	Delete paras 1 and 2. Para 3 to read as model, i.e. "Exceptional additional hours required to be worked must be approved by the Council"
15	Sickness absence	Delete paras 15.5 and 15.6
19.1	Pension	Delete
20.2	Notice of termination of employment	Retain current contract provisions, i.e. Council to give 1 months' notice, Clerk to give 3 months' notice

It was therefore **recommended** that the proposed variations to the Clerks Model Form of Contract be adopted, subject to the amendments listed above.