

BRAISHFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at the Village Hall, Braishfield

on Wednesday 18th June 2014

Present

Parish Councillors:

Mike Prince (Chairman)

Dorothy Ross

Clive John

Peter White

Carole Renvoize

Parish Clerk:

Kate Orange

357. Apologies

357.1 Mike Edwards; Beverley Murtagh

358. Disclosure of Pecuniary Interests

358.1 None

359. Parish Council Documentation for Review or Adoption

359.1 The Internal Audit took place on 4 June 2014 and John Murray wrote to the Council on that date to confirm the findings of the audit.

359.2 The Asset Register 31 March 2014 is in a new format to fulfil the requirements of the Internal Auditor. The information contained in it is carried over from previous years with the addition of the new safety surface in the play area. It was adopted. Where possible, the Clerk will research the dates when the various assets were acquired and the purchase costs, in order to complete the table more fully. The Clerk will check that the reference to the Recreation Ground, War Memorial charitable trusts and pond as “Community Assets” is

in accordance with the Auditor's requirements.

359.3 The Financial Risk Assessment 18 June 2014 was adopted.

359.4 It was agreed that the Clerk will report expenditure against budget on a quarterly basis.

359.5 The Play Area Risk Assessment 18 June 2014 was adopted. It highlighted the need for checks in between the quarterly inspections by Test Valley Borough Council. Parish Councillors and the Clerk agreed to make “walk past” inspections on a regular basis. A sign is required including contact details for the Parish Council: Mike Prince will draft it.

359.6 Risk assessments for other areas for which the Parish Council is responsible will be reviewed over the next few months, as will recruitment procedures. Review of documentation and procedures is an ongoing process.

360. Clerk/RFO

360.1 The Council noted that the Clerk is also appointed as the Responsible Financial Officer.

361. Audit Commission Annual Return for Year Ended 31 March 2014

361.1 The Audit Commission Annual Return for year ended 31 March 2014 was approved by the council and signed by the Chairman and Clerk. Where applicable it had been signed by the Internal Auditor on 4th June 2014.

362. Any Other Business

362.1 It was agreed that the Clerk should attend a training course held by Hampshire ALC entitled “What you need to know” on 30th June 2014 at the cost of £35 (excluding VAT), and “Local Council Finance” on 18th September 2014 at the cost of £50 (excluding VAT). Attendance on these courses will be instead of the online course “Introduction to Local Council Administration”.

363. Open Period

363.1 No matters were discussed.

364. Date of Next Meeting

364.1 The next meeting of the Parish Council will be held on Tuesday 1st July 2014.