

**MINUTES OF A MEETING OF PLAISTOW AND IFOLD PARISH COUNCIL –  
FINANCE COMMITTEE HELD ON Monday 19<sup>th</sup> September 2011 AT 7.30pm  
AT KELSEY HALL, IFOLD**

Present: Mr D. Lugton (In the Chair), Mr S. East, Mr J Kirby, Mr P Allerton  
and Mr D. Ribbens

**Comments and questions from the public**  
There were no members of the public present

- FI/083/11 Election of Chairman for the Finance Committee**  
Cllr Lugton to precede as Chairman of the Finance Committee for  
the Council year. Proposed Cllr Ribbens. Seconded Cllr Kirby
- FI/084/11 Apologies for absence**  
Nil
- FI/085/11 The Minutes of the Committee meeting of 26<sup>th</sup> April 2011** were  
approved and signed by the Committee Chairman as being a true  
record.
- FI/086/11 Declarations of Interest**  
There were no Declarations of Interest made
- FI/087/11 Half Yearly Budget Review**  
Members noted the Budget Monitoring information on the Revenue  
and Capital Budgets and Reserves to April 2011 to 16<sup>th</sup> Sept 2011.  
Cllr Lugton stated the layout and format of this report somewhat  
confusing. It was agreed the Clerk will investigate further reports to  
cover the following issues:  
Annual Budget  
Expenditure to date  
Variance against budget  
Forecast to end of year  
Previous year's figures  
Cllr Lugton talked Members through the grants system and the  
Community Reserves and Village Maintenance Reserves.
- Cllr Allerton will assist further with the production of  
reports/accounting systems where possible.

**IT WAS RESOLVED to note the information given to  
Members WAS NOTED, HOWEVER THE CLERK WILL**

**INVESTIAGE THE ABOVE PRODUCTION OF REPORTS FOR THE COUNCIL FOR FUTURE MEETINGS.**

**FI/087/11 Fidelity Insurance Cover**

The Council currently has fidelity Insurance cover to the value of £22,500.

Cllr Lugton informed Members this is a request to review from Mazars – external auditor.

**IT WAS RESOLVED THE FINANCE COMMITTEE HAVE REVIEWED THE CURRENT FIDELITY COVER FOR THE PARISH COUNCIL AND RESOLVED TO LEAVE THE VALUE AT £22,500.**

**FI/089/11 Risk Assessment**

It was noted the last Risk Assessment check was carried out by the Council during June 2009. This should be reviewed annually for the purpose of Audit. (Along with the Asset Register).

It was noted there has been no HP Printer and Scanner passed to the current Clerk. Cllr Lugton will contact the previous clerk for an update on the equipment.

Clerk to add the following ( Page 5) Data Storage under ' Working with Others' MEDIUM RISK.

It was agreed the Clerk will prepare future copies of the Risk Assessment, Asset Register, Financial files and S/O's to Cllr Lugton for future back up.

**IT WAS RESOLVED THE CLERK WILL UPDATE THE RISK ASSESSMENT.**

**FI/090/11 ASSET REGISTER**

Clerk to amend the Photocopier lease to read September 2009.

**IT WAS RESOLVED THE REGISTER (WITH THE ABOVE AMENDMENT MADE). CLERK TO UPDATE THE REGISTER.**

**FI/091/11 Matters raised by Members for the next agenda**

It was agreed that the next Finance Committee will include invited organisations to send their latest set of accounts and any requests for additional funding for the year 2012/13 so we can make provision for budget purpose.

It was agreed that Sussex Air Ambulance need not attend.

Clerk to invite:

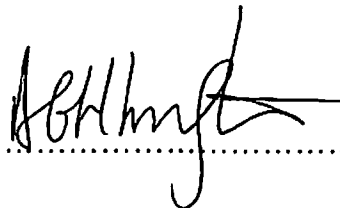
Billingshurst Mini Bus  
Petworth Community Mini Bus  
Little Acorns  
Plaistow Preschool  
BEAT First Responders  
Kelsey Hall  
Winterton Hall  
Youth Club

**FI/092/11     Date of next meeting**

Next meeting date: Monday 14<sup>th</sup> November 2011 at 7.30pm

Thursday 8<sup>th</sup> December 2011 at 7.30pm

There being no other business, the Chairman closed the meeting at 8.55pm



..... Signed

14.11.2011

.....Dated