



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee meeting held
in the Bartholomew Room on Tuesday 23 March 2010 at 7.30 pm

MINUTES

Present: G Beach (Chair), D Rossiter & D Stukenbroeker.

In attendance: Malcolm Anderson (Clerk)

Apologies for Absence - None

Declarations of interest – None

Public Participation - None

The minutes of the last meeting held on 19 January 2010 were signed by the Chair as a true record of the meeting.

To review :

Asset register – The asset register was agreed with the following adjustments:-

- Remove the equipment that belonged to the Church.
- Change the address of where the office equipment was kept and update the register to include the purchase of the two laptops.
- The four notice boards, including replacements, to be valued at £6000.

Risk assessment

- The insurance company had advised that there was no “key man” insurance, but that the Council was covered up to £50000 in the Personal Accident section of the insurance.
- The Council had confirmed that with the checks and procedures in place, it was satisfied that the Fidelity insurance cover of £5000 was satisfactory.

Internal control

It was agreed to appoint Auditing Solutions Ltd as the internal auditor and that the 24 May 2010 be provisionally booked as the date of the Internal Audit.

The terms of reference for the Internal Audit were agreed as satisfactory.

The Internal Auditor was independent of the Council, Finance Assistant and the Clerk.

Insurance – It was agreed to maintain the current levels of cover.

It was agreed that the Clerk write to the Management Committee of the Village Hall requesting a copy of the building & contents insurance.

It was agreed to recommend to Council that it introduces a policy of revaluating its properties every five years.

Date of next meeting –18 May 2010 at 7.30pm (Invite Nicky Clargo to attend)

The meeting closed at 8.15pm

Recommendations to Council

It was agreed to recommend to Council that it introduces a policy of revaluating its properties every five years.