

**Minutes of Rothbury Parish Council Financial Advisory Meeting held on 17/7/13 at 3 Glendale Close, Rothbury commencing 8pm**

**Those Present:** Cllr Fendley (Chairman), Cllr Reynolds, Cllr Roberts, Doug Metcalf, and the Clerk

**Minutes of previous meeting**

The minutes of the previous meeting were agreed as a true record

**Matters arising from previous meeting**

- Duties of Internal Auditor to be reviewed annually.
- Financial Standing Orders and Internal Audit Annual Framework adopted.
- Some governance documentation difficult to relate to a small Parish Council such as Rothbury.
- All payments authorised at monthly Parish Council meeting.
- Doug Metcalf commented there are numerous adhoc payments, so budgeting difficult.
- Internal Auditor to look at systems other than financial and if thought improvements could be made will inform the Parish Council.
- Internal Auditor to receive monthly minutes of RPC.

**Review of the internal audit system and controls**

- RPC had looked at financial framework for the whole year, with procedures adopted at June monthly meeting .
- Internal Auditor and all Cllrs to receive copy of external audit report.

**Review of Banking Arrangements**

The current banking arrangements are satisfactory for RPC.

**Review of Asset Register**

War Memorial and seats currently listed on Asset Register, Cllr Reynolds to seek advice from NALC on what should or should not be included.

**Review of Income & Expenditure to 10/7/13**

- No major unforeseen expenditure to date.
- Shopping Bus had cost RPC £360 in rental, with only £160 received in fares to date, situation to be monitored. Press release to be published in advertising service.

**Review of Budget financial year ending 31/3/14**

- Insurance actual figure £994
- SLCC subscription actual figure £86
- Railings on Haw Hill to be covered by drivers insurance, at a cost of £7K.
- Parish Council do have a duty to look to secure additional land for allotments, with current waiting list.
- Whitton View play area now open, with Northumberland Estates responsible at present for maintenance, however several residents uneasy about large trees planted, with light/maintenance issues, if PC were to take over may cause financial problems in the future.
- There is currently an attempt to set up a local bus service.
- In the past no capital funding had been used for projects on Ten Year Plan, PC's not capped when raising precept, however Central Government may be bringing in changes regarding this. There are community funds available, but they have already been terminated in West Northumberland. Matching funding a possibility, Section 137 for general value to the village, and several localism and heritage funds available.

**Budget year ending 31/3/15**

To be discussed at next meeting, which was agreed as Monday 21<sup>st</sup> October 2013 commencing 730pm at 3 Glendale Close.

**Any Other Business**

No further business.