

GREAT COATES VILLAGE COUNCIL

Minutes of the Meeting of Great Coates Village Council held in the Village Hall, Cooks Lane, Great Coates, 2nd June 2014

Present

Councillors: S Souter Smith (Chair) Ms L Cutting Mrs S Thomas
K Redgrift J Masterton

Officers: D Jackson

APOLOGIES Mrs L Winterburn Mr B Winterburn

Public Approximately 15 members of the public were present.

DECLARATIONS OF INTEREST

None

PUBLIC SESSION

A member of the public expressed concern about the current make-up of the Village Hall Committee. He asked if this committee is to remain that it be re-elected in light of the discrepancies found in the Internal Auditors report.

The Chairman stated this item would be taken at a future meeting.

14/24 TO FORMALLY NOTE THE RESIGNATION OF THE CLERK

Resolved That the resignation of Mrs K Peers was formally accepted and noted.

14/25 TO APPOINT AN INTERIM CLERK, RESPONSIBLE OFFICER AND PROPER OFFICER

Resolved That Mr David Jackson be appointed Clerk to the Council for a period of two months, without pay, but with expenses paid, and that an allowance of up to 10 hours admin per week at £10ph is approved to a maximum of 80 hours. Cllr L Gibson of New Waltham Council to provide that support

14/26 CONFIRMATION OF VILLAGE COUNCIL MINUTES

Meeting of 21st May 2014

- Resolved** That the minutes were approved as a correct record.
- 14/27** **TO APPROVE AND ADOPT THE MINUTES OF STANDING COMMITTEES OF THE COUNCIL.**
- Personnel Committee 30th May 2014
- Resolved** That the minutes were approved as a correct record.
- Resolved** That the minutes were adopted
- 14/28** **PROCUREMENT OF A SUITABLE IT SYSTEM**
- Members discussed the purchase of a stand-alone lap top for the purposes of the Council as it was felt important that ownership of data files and electronic records remained within the Council's control.
- However upon recommendations from the Clerk it was agreed for now that purchase was delayed until such time as the budget could be considered in more depth.
- In the interim the clerk would use his own, but all files would be kept on an independent drive and backed up off site.
- Resolved** .
That the Council would follow the recommendations of the Clerk for the interim and no lap top would be bought.
- 14/29** **REPORTS BY UNITARY COUNCILLORS**
- No reports were available
- 14/30** **REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS**
- None
- 14/31** **INTERNAL AUDITORS REPORT**
- To receive the report from the internal auditor. Council received a written report from Mr A Nesbitt. Mr Nesbitt set the context of the report and summarised his findings by stating 'It is clear that the Council have failed significantly to follow internal procedures'
- Resolved** that Standing orders suspended to allow for a period of public session
- Members of the public asked several pertinent questions about the report after which the meeting was reconvened to allow Councillors to ask questions.

Council returned back into session and Councillors asked a series of questions concerning the lack of records, lack of governance and specific financial matters.

In summary, Mr Nesbitt's responses outlined systemic failures by the Council in relation to its finances. There had been a lack of internal control and the Council had failed to follow procedure. Mr Nesbitt closed by offering his services free of charge for the coming year in order to support the Council to address the issues and move forwards.

Resolved that Council agrees to adopt the report in its entirety and understands that Mr Nesbitt is unable to satisfactorily sign off the report.

14/32 SCHEME OF DELEGATION

Council considered an interim scheme produced by the Clerk which would provide some guidance through the short term.

Resolved that Council adopts the scheme as produced for the interim.

14/33 FINANCE

- I. Schedule of Payments –To approve the accounts for payment
- II. To approve Section 1 of the annual return
- III. To approve Section 2 of the annual return
- IV. To reassess Council's budget requirements

Resolved that no payments were made until details of the current bank mandate were resolved

Resolved that Sec 1 was not signed until such time as the accounts were verified

Resolved that Sec 2 was not signed until such time as Council was confident that all recommendations and requirements were satisfied.

Resolved that the Budget would be delegated to the Clerk and Chair and a report would come back to the next Council meeting.