

MINUTES of FINANCE COMMITTEE meeting held 18 July 2016 at Euxton PC Community Centre, Euxton.

Present: Cllrs A Caughey C Jones
J Caughey K Reed
H T Cook (Chair)

1. Apologies – Cllrs J Bamber, M Bamber, J Matson.
2. Declarations of Interest - none
3. Minutes of the meeting

Resolved: The Committee agreed the minutes of the last meeting on 2 June 2016 and the Chair signed them as a true record.

4. Public Participation

There were no requests for public participation.

5. Review External Audit Report, to report to Council

This report had not been received back from the External Auditor BDO. BDO informed that because of the change in the external audit process this year, many of their Council's had chosen the same date for completion, and this will cause a backlog.

6. Review of the Risk document and consider newly identified risks

Resolved: The Committee reviewed the financial risks identified on the document; no additional ones were identified. This document will go on the next Full Council agenda for its approval. The mathematical calculation for the probability, impact etc will not be completed. Rather a more easy-to-understand Red/Amber/Green identification system is used as risks are mitigated (albeit with regular reviews).

A Retention of document register had been done by the Clerk which was distributed and recommended go to full Council for acceptance.

Clerk to circulate risk document to all Councillors.

7. Review insurance suppliers in accordance with requirements identified

Members considered the quotations and differences in prices. It was noted that these were indicative as cannot be guaranteed until 30 days prior to the renewal date. The Hiscox policy contained the cyber insurance which had been requested. It was noted that office equipment had been added, the pavilion rebuild cost had gone up in line with it being re-costed and the Fidelity limit increased. Clerk to check that the IT equipment is covered 'out of the office' also.

Resolved: The Committee recommends to Council:

- to proceed without inclusion of the full replacement costs of play equipment, and
- to go with the Hiscox policy quoted at the indicative cost of £3,108.60. Clerk to present to Council also the three year deal price.

8. Financial Regulations – proposed additional items

The Committee made adjustment to the debit card paragraph and added in a clause regarding the cheque book.

Resolved: The Committee recommends to Council the inclusion of these additional clauses (copy below).

9. Other items this Committee can take forward

Future agenda items: Clause 11.11 in the Financial Regulations to be considered. Finance Software was discussed, this will be considered for implementation when the IT is in place and after the pension project has been handed over.

There being no further general business the Chairman declared the meeting closed.

6.45

8. Financial Regulations – proposed additional items

Own IT/telecomms equipment - security.

All EPC equipment is to be kept securely in the EPC office (currently Clerk's home). It is to be taken out of the office only on EPC business and all reasonable measures are then to be taken to ensure its physical security.

The Council insurance cover is to include the equipment.

The Clerk is to ensure that phones, computers, etc are to be 'equipped' with up-to-date anti-virus software (where applicable for the phone) which is to be regularly updated. The Clerk is to set up additional software security on phones, computers, storage devices, etc including passwords and/or pass numbers.

Security passwords/pass numbers and other means of access are not to be recorded on paper which is then kept with the equipment. Copies of these passwords/pass numbers (including those for any forms of data storage) are to be kept in a sealed envelope and lodged with the Council Chair/Vice Chair for access in the Clerk's absence or in emergencies.

EPC e-mail system - security. The EPC e-mail system is provided by a professional external organisation and contracting with that organisation is to include adequate anti-virus/spam protection. The Council's insurance is to include suitable cover for any Council liability for 'clean up' of Council, Councillors or residents' computers following 'infection'.

Debit card - security. Physical security of the debit card, inc the PIN, is to be considered in the same way as physical security of the Council cheque books. When not in use it is to be kept in a locked box (cash box?) in and any record of the PIN must not be kept with it.

The card is to be signed by the Clerk immediately on its receipt. The default PIN provided by the Bank is to be changed immediately it is received and the PIN is not to be the same as that used for IT equipment or as that used by the Clerk for any personal debit/credit cards.

Cheque Book – during the Clerk's planned absences a current council cheque book is to be held by the Chair/Vice Chair for emergencies.

Bank accounts - exceeding FSCS level. For Risk doc: Council assessed risks of bank failure as extremely low and accepted that risk while trying to find enough banks with independent bank licences.