



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ  
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### **Minutes of the Red Lodge Parish Council Extraordinary Meeting.**

**Date:** Friday 23<sup>rd</sup> June 2017.

**Time:** 20:00

**Venue:** Red Lodge Sports Pavilion, Hundred Acre Way. Red Lodge. IP28 8FQ.

**Present:** Cllr. Angie Sewell (Chairman)  
Cllr. Sandra Dwan (Vice-Chairman)  
Cllr. Anthony Bowser

**In Attendance:** Mrs Shazia Shujah (Clerk)  
Mrs Hilary A Gurner (Responsible Finance Officer)  
Mr. Derek Lambert (IT Support for Red Lodge Parish Council and Sports Pavilion)  
Members of the public: 3

**Notes:** The following documents will be appended to the signed minutes:-

- Agenda for 23.06.17
- Internal Audit Report

Minute Number	Minutes	Action
21.	<p><u>Chair Person's welcome.</u></p> <p>The Chair Person welcomed all attending residents to the meeting.</p>	
22.	<p><u>Apologies for absence.</u></p> <p>Councillors Paul Henderson and Kieran Coffey District Councillors Robin Millar and Lance Stanbury</p>	
23.	<p><u>Declaration of interest.</u></p> <p>No one declared an interest.</p>	
24.	<p><u>Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</u></p> <p>No one came forward.</p>	
25.	<p><u>Credit Card</u></p> <p>The application of a Barclays credit card in the RFO's name has been declined. SALC have advised that a credit card can be applied for in the name of the RFO or the Clerk with a suggested £1000 limit.</p> <p>The Chairman raised that a credit card is required to make online purchases. The RFO informed that VAT can only be claimed on any purchases if the credit card is in the name of the Red Lodge Parish Council.</p> <p>Cllr. Bowser suggested applying for a credit card with Lloyds bank as Red Lodge Parish Council already have an existing account with this bank and that a PIN number for a credit card must not be shared.</p> <p>The Clerk to proceed with a credit card application with Lloyds bank in the name of the Clerk.</p> <p>Proposed by Cllr. Dwan and seconded by the Chairman.</p>	<p>Clerk: report in next meeting.</p>
26.	<p><u>Back up Drive</u></p> <p>Mr. Lambert was asked to comment on the requirement of back-up drives and shared drives for the Red Lodge Parish Council and Red Lodge Sports Pavilion. Mr. Lambert informed the meeting that the current router has the capability in-built to allow sharing of drives.</p> <p>Mr. Lambert has provided 3 quotes for portable hard drives which will enable the back-up of data.</p> <p>Mr. Lambert will purchase and install back-up drives. Upon the receipt of an invoice Mr. Lambert will be reimbursed by the Council by cheque.</p> <p>Proposed by Cllr. Bowser and seconded by Cllr Dwan.</p>	<p>DL: install on 05.07.17.</p>

27.	<u>Internal Auditors Report</u> – (appended to the signed minutes) The Internal Audit report has been received and accepted by the Council.	RFO
27.1	<u>Standing Orders</u> Standing orders are to be reviewed and amended during the next financial year with reference to NALC. To be reviewed by the Clerk and presented to the Councillors at a meeting for their comments.	Clerk: Report within the next financial year
27.2	<u>Financial Regulations</u>  RFO to review and amend the Financial Regulations with reference to NALC and report to the Councillors at a meeting for their comments.	RFO: Report before October 2017.
27.2.1	Any payments to be authorised need to be documented in the minutes and the method of payment identified. RFO commented that the new accounts package produces management reports.	RFO and Clerk: To document accordingly
27.3	<u>Risk Management</u>  The RFO to review Risk Assessments and report to the Councillors at a meeting for approval. The Fidelity Guarantee needs to be increased as it is below the recommended guidelines, this will be recorded in the Financial Risk assessments.	RFO: Report by October 2017
27.4	<u>Budgetary Controls</u>  The RFO is to provide a quarterly budget report after 30 <sup>th</sup> June, 30 <sup>th</sup> September and the 30 <sup>th</sup> December, this report needs to be documented in the minutes.	RFO: Report after 30.06.2017
27.5	<u>Income Controls</u>  Earmarked reserves are more than recommended, The RFO is to review this in October 2017 and to report in the meeting in November 2017.	RFO: Review in October 2017
27.6	<u>Asset control</u>  The Council is aware that there is a significant difference between the assets declared at the end of 31.03.2016 and the assets at the end of 31.03.2017. An explanation will be required for this difference for the external auditor. This difference has arisen following the advice from SALC to attribute £1 to all gifted assets.	RFO:

27.7	<u>Review Internal Controls</u>  The Council must document that it has reviewed the system of internal controls in the minutes. Cllr. Bowser would like advice from SALC regarding internal controls. The RFO and the Clerk to prepare an action plan for the Council to consider. Proposed by the Chairman and seconded by Cllr. Dwan	Agreed Clerk and RFO: Prepare action plan.
28.	<u>Asset Register</u>  A further meeting will be required to discuss the asset register and BDO. A date for this meeting needs to be confirmed within the next few days.	Council: To agree next date

The meeting closed at 21:20

Signed: \_\_\_\_\_

Date: \_\_\_\_\_