

Campbell Park Parish Council

Caring within the Community

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Fishermead
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MK6 2AS

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**Minutes of the meeting of the
Finance, Administration & Policy Committee of
Campbell Park Parish Council
held on Tuesday 7th September 2021
at the Oldbrook Centre, Oldbrook Green, Oldbrook
commencing at 6.30pm**

This meeting was open to the Public

01/21 Members Present

Cllr T Baines
Cllr T Fraser
Cllr D Kendrick
Cllr D Pafford
Cllr D Reynolds

In Attendance

L Bradley, Responsible Financial Officer

02/21 Apologies for Absence

None received

03/21 Declarations of Interest

None

04/21 Non-Committee Members/Members of the Public Present

None

05/21 Minutes of the Meeting held on the 4th May 2021

Committee approved the minutes of the meeting.

06/21 Public Involvement – Deputations, Petitions and Questions

None

07/21 Parish Council Risk Assessment

Committee reviewed the Risk Assessment for 2021/22 – and agreed to forward the completed assessment to Council for ratification.

08/21 Revised Financial Regulations – 6.18

Committee noted the revised wording of 6.18 in the Financial Regulations.

- 09/21 Internal Audit – Letter of engagement**
Committee reviewed the letter of engagement from Auditing Solutions Ltd for the financial year 2021-22. The completed letter of engagement to be forwarded to Council for ratification.
- Cllr D Kendrick arrived during the above item.
- 10/21 Renewal of Agricultural Insurance**
Committee noted the revised cost of the agricultural insurance which commenced on 24th July 2021. The premium for 2021-22 was £3457.50.
- 11/21 Parish Council Insurance – Annual Renewal**
Committee noted that the Parish Council general insurance policy with Zurich expires on 30th September 2021.
Committee received quotations from Zurich and Came & Company for the provision of the Parish Council Insurance Policy. These were as follows:-
- | | |
|----------|----------|
| Axa - | £7120.31 |
| Hiscox - | £5504.49 |
| Zurich - | £3708.10 |
- Committee decided to recommend to Council that we employ Zurich for a further 3 years at a cost of £3708.10 per annum.
- 12/21 Independent Financial Advice – Suitability Report**
Committee reviewed the Suitability Report obtained from Arlingclose Ltd relating to the proposed investment in the CCLA Property Fund.
Committee agreed to recommend to Council that the sum of £57,500 (50% of the Oldbrook Endowment) be added to the CCLA Property Fund immediately, then review adding the balance to the account in April 2022.
- 13/21 Budget Requests**
Committee noted that the budget request forms deadline is now 31st October 2021.
- 14/21 Income & Expenditure Report to 31st July 2021**
Committee accepted the Income and Expenditure report as at 31st July 2021.
- Cllr T Fraser left the meeting during the above item.
- 15/21 Balance Sheet to 31st July 2021**
Committee noted the Balance Sheet as at 31st July 2021.
- 16/21 BACS and Direct Debit Payments to 31st July 2021**
Committee noted the schedule of payments made to the 31st July 2021.
- 17/21 Date of Next Meeting.**
Tuesday 5th October 2021.