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To:

Members of the General Purposes and Finance Committee
and remainder of the Council for information

AGGPF107

4 April 2006

Dear Sir/Madam,

A Meeting of the **General Purposes and Finance Committee** will be held at **The Grove, 25 St. John's Street, Hythe, on Monday next 10 April 2006 at 8.00 pm** when your attendance is requested.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To sign the minutes of the Meeting of the Committee held on the 20 February 2006.
3. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
4. Public Participation Period.
5. Accounts for payment.
6. Annual Review of Business Risk Assessment and Insurance Arrangements.
7. Annual Review of Equal Opportunities Statistics.
8. Accounts and Audit (Amendment) Regulations 2006.
9. Internal Audit Arrangements.
10. New Hampton Cinema.
11. Catchment Area for Waterside Primary School.
12. Minutes of the Annual Parish Meeting held 20 March 2006.
13. Any other urgent business concerning the Committee.

HYTHE AND DIBDEN PARISH COUNCIL
GENERAL PURPOSE AND FINANCE COMMITTEE
AGENDA NOTES FOR 13 APRIL 2006

Item 6 **Annual Review of Business Risks and Insurance Arrangements**

Financial regulations require that the Council's risk management arrangements and subsequent insurance cover be reviewed on an annual basis.

Risk Management

Attached is an updated schedule of risks showing action taken, future action and any review dates.

Members are asked to consider the schedule and add, delete or amend and agree the schedule of risks.

Insurance

The schedule for insurance cover for 2005 with Zurich Municipal is attached. The renewal date is July 2006.

Members are asked to review and agree the schedule of insurance.

Item 7 **Annual Review of Equal Opportunities Statistics**

In accordance with the Council's Equal Opportunities Policy and procedure, the annual monitoring statistics are attached. The information is in relation to the current staff and applications for employment during the previous twelve months.

Members are asked to note the report.

Item 8 **Accounts and Audit (Amendment) Regulations 2006-03-30**

Attached is a policy briefing from NALC concerning the above regulations.

The main implications for the Parish Council is the increase in the Band C threshold from £500,000 to £1,000,000. The result of the change means that accounts can continue to be produced using an "Income and Expenditure Account" and a "statement of balances".

Members are asked to note the report.

Item 9 **Internal Audit Arrangements**

The Council has been notified that due to a change in policy Hampshire County Council Audit Services will no longer be undertaking auditing work for Parish Councils.

As the next Internal Audit is due in May this year, quotations have been sought from the following three suppliers.

W.W. Accountancy
South and West Internal Audit
P. Reynolds

The quotations are due back by the 12 April 2006. The results of the exercise will be reported to the next Council meeting.

Members are asked to note the report.

Item 10 **“New Hampton” Cinema**

Members are aware of the success of the monthly showing of films at the Parish Hall which resulted from the “Love/Hate Wish” survey undertaken as part of the “RevitalHythe” project. To date some 1600 people have used the cinema.

As the cinema has been running for approximately 6 months, it is an opportune moment to undertake a review of its operation. Currently the cinema is organised by the Market Towns Coordinator assisted by volunteers. When the cinema started it was anticipated that the running of the cinema would be undertaken by a voluntary group set up as a charitable body, however until the group is in a position to form a charitable organisation, it is proposed that the existing arrangements should continue.

Member’s views are requested.

Item 11 **Catchment Area for Waterside Primary School**

Attached is a letter from a local resident seeking support from the Parish Council to change the catchment area so that it includes Frost Lane in its entirety.

Member’s views are requested.

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