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To:

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

AGGPF116

10 April 2007

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 16 April 2007, at 8 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 19 February 2007.
3. Notification of any other urgent business to be raised at the end of the meeting.
4. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
5. Public Participation Period.
6. Accounts for Payment.
7. Minutes of the Annual Parish Meeting held on 19 March 2007.
8. Notes of the Hythe Centre Advisory Group held on the 27 March 2007.
9. Notes of the Arts Working Party held on 19 March 2007.
10. Update on Public Buildings.
 - The Grove
 - Clayfields
 - Parish Hall
 - Workshop
 - Pavilion Shore Road
11. Community Safety Service Update.

12. Annual Review of Business Risk Assessment and Insurance Arrangements.
13. NALC – Financial Update March 2007.
14. Proposed Revision to HAPTC Constitution and Standing Orders.
15. HAPTC – Continuing Relationship with NALC.
16. Any other urgent business concerning the committee.

HYTHE AND DIBDEN PARISH COUNCIL

GENERAL PURPOSES AND FINANCE COMMITTEE –16 APRIL2007

AGENDA NOTES

Item 6 Accounts for Payment

Attached.

Item 7 Minutes of the Annual Parish Meeting held on 19 March 2007

Attached.

Item 8 Notes of the Hythe Centre Advisory Group held on 27 March 2007-04-04

Attached.

Item 9 Notes of the Arts Working Party held on 19 March 2007

Attached.

Item 10 Update on Public Buildings

The Grove

Due to the fact that The Grove now has a number of different tenants working a variety of hours including weekends and evenings there has been occasions when the intruder alarm system has been set off accidentally. Over the last year there has been three occasions when this occurred. As a result to ensure Police attendance it is necessary to update the system so that it conforms to the requirements of British Standard 4737 and NACOCC e.g. alarms have to be separately confirmed by two detectors before activation.

The work has been ordered and is in progress.

Clayfields

No further update.

Parish Hall

Work is due to commence at the beginning of May on the installation of a new disabled ramp which will comply with the requirements of the Disability Discrimination Act.

Workshop

No further update

Pavilion Shore Road

No works planned.

**Item 11 Community Safety Service Update
 ACSO's**

During the quarter ending February 2007 there were 8 calls which were redirected to the ACSO's mobile phones.

The latest community Safety Statistics will be circulated under separate cover.

The Community Team are continuing to concentrate on the known hotspots.

PCSO's

A copy of the draft Service Level Agreement between the Parish Council and Hampshire Police has been received. It is based on the Agreement used in Eastleigh. A copy of the document is attached.

Member's views are requested.

Item 12 Annual Review of Business Risk Assessment and Insurance arrangements

Financial regulations require that the Council's risk management arrangements and subsequent insurance cover is 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 current insurance schedule is attached. The renewal date is July 2007.

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

Item 13 NALC – Financial Update – March 2007

Attached is a copy of the above document which sets out changes to the 2007 Audit Commission Annual Return.

The most significant effect of the changes are

the introduction of the Annual Review of the system of internal audit and the accelerated dates for the approval and publication of accounts. Each is dealt with below

Internal Audit – Review of Effectiveness

The changes require that the Council should carry out an annual review of the effectiveness of the system of Internal Audit.

Whilst guidance is set out in the paper it is suggested that a small working party consisting of the Chairman of the Council along with the Chairman of each of the

Committees be formed to undertake the review and report back to this Committee.

Accelerated dates for approval and publication of accounts.

The regulations are gradually bringing the date forward for the approval of accounts and the subsequent publication. From the year ending the 31 March 2007 it means that accounts and Annual Governance Statement will have to be approved by 31 August 2007 with publication by the 30 November 2007.

It is proposed to seek approval of the accounts and Governance Statement at the meeting of the Council on 23 July 2007.

Members are asked to note the report and to consider setting up a working party.

Item 14 Proposed Revision to HAPTC Constitution and Standing Orders

Attached is a briefing paper from HAPTC dealing with the issue of whether HAPTC should withdraw from NALC.

HAPTC are seeking member Councils views by 21 May 2007.

Member's views are requested.

Item 15 HAPTC – Continuing Relationship with NALC

Briefing paper attached.