

Saughall and Shotwick Parish Council, Business Working Group,

Notes of meeting:

3.00 pm Thursday 25th June 2020 – (Virtual meeting via Zoom)

Connected: Councillors Brian Kerr, Alan Bailey, Peter Young, Andrew Warrington and Howard Jennings.

Council Financial Regulations.

The group reviewed the current regulations which were last reviewed in 2012 and the internal Auditor has strongly advised that they are examined.

Available at <https://www.saughall.gov.uk/wp-content/uploads/2012/10/FINANCIAL-REGULATIONS-10-12.pdf>

The group also examined a copy of the current recommended Financial Regulations from the National Association of Local Councils (NALC) , which include sections on internet banking which are missing from the 2012 regulations.

Recommendation: That the Council adopt the current NALC regulations in their entirety.

Internet Banking for Council business.

If the Council adopt the new financial regulations as above, then the Clerk/ RFO will be able to investigate the method / actions required to allow the Council's financial affairs to be conducted in part via internet banking.

Recommendation: That the Council request that the Clerk/ RFO make the necessary arrangements and report back to the next Council meeting with a progress report.

Purchase of a laptop for the Clerk.

The group discussed the current situation whereby for everyday business, emails, reports and letters the Clerk uses her own laptop and that of her employers as the need arises.

The Council pay her a monthly allowance of £30 to use her own machine. All policies, minutes and other Council documents are stored on the Council's website and are backed up on the Clerk's computer, plus on the 'Cloud' network.

The internal Auditor has also recommended that the Council should purchase a separate laptop.

Recommendation: That the Council agrees to purchase a dedicated laptop for the Clerk/ RFO to use for Council business and exclusively for the new internet banking processes and that the Council cancel the monthly allowance of £30.