

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held at 7.00pm on Thursday, 14th September 2006 at The Institute. Councillors Chambers (Chair), Blessett, Pelling, and the clerk Mrs Sheila Kostyrka attended.

14 APOLOGIES FOR ABSENCE – Cllrs Auger (work), Shinkins (work), and Stevens (personal)

15 DECLARATIONS OF INTEREST – None.

16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6th June 2006, having been previously circulated, were approved as a true and correct record and signed by the Chairman.

17 MATTERS ARISING

The Fire Authority had been approached regarding a fire escape on the first floor of The Institute, but had not visited the premises. The United Charities had therefore taken unofficial advice from a local officer who had advised that whilst there was no legal requirement to alter the existing arrangements altering the back windows to allow side opening, and providing rope ladders would provide a safer way of escape from the first floor.

It was re-confirmed that the impact Accounts System was no longer being used due to the closure of the business.

All the agreed transactions regarding the Halls Meadows Estate were complete.

18 CURRENT FINANCIAL SITUATIONS

The Bank Reconciliations were checked by the Committee against the Bank Statements and the figures were agreed and initialled.

A spreadsheet showing the accounts and budgets were circulated to the committee and it was agreed that the new format was working well.

19 REVIEW OF THE FINANCIAL REGULATIONS

The Financial Regulations were reviewed by the Committee and the following **recommendations** were made and are attached at Appendix 1 to this document. It was agreed that the next review would take place in 2008.

20 2005/2006 ANNUAL RETURN & YEAR END ACCOUNTS

The year end Accounts had been submitted on time before the end of June 2006. The Clerk had contacted Moore Stevens and had been advised that it was still under review.

As the electronic financial support was no longer available to produce the end of year income and expenditure accounts, it was recommended that the Clerk obtain quotes for this service from local companies.

21 STAFF MATTERS

A copy of the recommended NALC Contract and the current Job Description for the Clerk previously examined by the Committee and agreed at Council on 22.06.06 was signed by the Clerk and Chairman. The Clerk confirmed that she had caught up with the back log of work and was now working the contracted hours. 31 extra hours had however been accrued and it was hoped that the time could be reclaimed in the near future.

The Clerk reported on the staff timesheets and mileage forms, and the committee was pleased to note that this was being monitored on a monthly basis, and were satisfied with the results.

22 DATE OF NEXT MEETING

The date of the next Finance and General Purposes Committee meeting was scheduled to be held on Thursday 7th December at 7pm in the Clerk's Office when the Budget and Precept will be set for the next Financial Year.

The meeting finished at 8.00pm

Signed by Cllr Alison Chambers
Committee Chairman
7th December 2006

