

## **FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the meeting of the Finance and General Purposes Committee held at 6.15pm on Thursday, 19<sup>th</sup> June 2008 at The Institute. Councillors Blessett, Pelling, Stevens and Wallis and the clerk Mrs Sheila Kostyrka attended, together with the Internal Auditor, Mrs Carol Precey who left after Item 7.

It was proposed by Cllr Bressett, seconded by Cllr Wainwright and accepted that Cllr Pelling remain Chairman of the Finance and General Purposes Committee.

**02/08 To receive apologies for absence.**

Cllr Shinkins and Auger (work) Cllr Stevens arrived at 6.30pm

**03/08 To receive declarations of interest, if any.**

None

**04/08 To adopt the Minutes of the previous meeting held on 6th March 2008**

The minutes were adopted and signed by the Chairman.

**05/08 To receive the report of progress in relation to matters arising from these Minutes not dealt with elsewhere on the agenda.**

The Clerk confirmed that there were no matters outstanding and that the new Insurance cover was in place.

**06/08 To consider and approve the Hall Meadow Estate Statement of Accounts.**

The Statement of Accounts for the Hall Meadow Estate for the financial year ending 31<sup>st</sup> March 2008 was presented by the Clerk. It was confirmed that the rent had remained unchanged for sometime, and then it was accepted by the committee as a true record and signed by the Chairman.

**07/08 To report on the 2007/8 Internal Auditors Report - Mrs Precey.** The committee received the Internal Audit Report presented by Mrs Precey and were satisfied to note that all procedures, audit trails and paperwork were in order. The Committee thanked Mrs Precey who then left the meeting. The report is attached at Appendix 1 to this document.

**08/08 To consider the completion of the Annual Return and make recommendations to Council for agreement and signature on 26.06.08 in line with submission requirements**

The Clerk then presented the Statement of Accounts which had been prepared in accordance with the Accounts and Audit Regulations for the Committees consideration. The significant variances at items 3 (an increase in cash receipts) and 9 (an increase in fixed assets due to the Scheduled Ancient Monument increased estimated building cost and the new village sign) would be explained to Auditor. Cllr Stevens then suggested that the report should be read to the full council in the future to allow for greater transparency. After a lengthy discussion, this item was referred to Council for a decision, and in doing so, no recommendations were made to accept the Annual Return.

**09/08 To consider staff matters:**

**Cost of living rise for maintenance operative**

Cllr Stevens was reluctant to a cost of living rise being given even though a 3% provision had been made and agreed in the budgets. Cllr Stevens then raised concerns to holidays being taken in June in the height of the grass cutting season, and the Clerk was asked to confirm if a cost of living rise is built into the maintenance operative's contract and to confirm the hourly rate of pay. This item was also referred to the next F&GP meeting for further discussion.

**Appraisals**

Referred to next F&GP meeting for further discussion.

**10/08 To consider the Publication Scheme - referred from 24.04.08**

Cllr Stevens expressed her views regarding being as open and transparent as possible and increasing the promotion and visibility of the council activities. After suggesting that an assistant be appointed to deal with the extra work, this matter was also referred to the next meeting for further discussion.

**11. Date of next meeting.**

Thursday 3<sup>rd</sup> July 2008 at 6.30pm to review the Financial Regulations, Terms of Reference, Policy Documents, requirements for Internal Audit and also the items referred at Items 9 and 10 being Staff Matters and the Publication Scheme.

The meeting finished at 7.20am.