

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held at 7.00pm on Thursday, 8th March 2007 at The Institute. Councillors Chambers (Chair), Blessett, Shinkins and Stevens and the clerk Mrs Sheila Kostyrka attended.

38 APOLOGIES FOR ABSENCE – Cllr Stevens late (giving blood) Cllrs Pelling and Auger. The meeting was suspended whilst Cllr Shinkins left the room for one minute to take an urgent telephone call before the Minutes were signed.

39 DECLARATIONS OF INTEREST – None.

40 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th December 2006, having been previously circulated, were approved as a true and correct record and signed by the Chairman.

41 TO REPORT ON THE CURRENT FINANCIAL SITUATION

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

42 TO DISCUSS ARRANGEMENTS FOR THE END OF YEAR ACCOUNTS AND INSURANCE RENEWALS

As a result of the successful Accounts and Audit for 2005/6, the Clerk will be working on the end of year accounts. It was noted that support, if needed had already been agreed.

It was noted that £500 for the Playing Fields Committee would be carried over as Earmarked Funds, together with £2000 of the existing budget pending the LCC application for the Youth Shelter.

The Committee scanned the current Insurance Schedule and were happy with the existing cover and content. However, it was recommended by the Committee that consideration be given to Clause F for an optional extension to increase the upper age limit for Members of the Council from 75 to 80 years if appropriate after the forthcoming election. The Allianz Cornhill Insurance Policy will be due for renewal on 1st June 2008. It was recommended by the Committee that the Clerk obtain a second quote from Zurich Municipal and take to Council for approval before May 2008.

43 TO DISCUSS AND AGREE THE PURCHASE OF AN EXTERNAL HARD DRIVE FOR THE SECURITY OF THE COMPUTER FILES

It was proposed by Cllr Pelling, seconded by Cllr Chambers and recommended that the Clerk purchase a 250 GB external hard drive at a cost of £46.80 plus VAT as soon as possible.

44 TO CONSIDER STAFF MATTERS

The Clerk reported that she had now taken 11 days holiday, with 14 days outstanding for 2007. She now had 6 extra hours owing. The Maintenance Operative had now worked a total of 1127 hours, (projected to the end of March) and it was proposed by Cllr Pelling seconded by Cllr Chambers and recommended to the Council the 6 hours overtime be awarded together with the outstanding car allowance of £258.45. It was agreed that the hourly rate would be increased by 3% as per the agreed budgets. It was noted that mileage expenditure was down by 400 miles compared to the previous year. The Clerk was asked to arrange Staff Appraisals before the end of the election term with Cllrs Blessett and Shinkins.

45 DATE OF NEXT MEETING

Thursday 14th June 2007 at 7.00pm in the Clerk's Office.

The meeting finished at 7.30pm

