

**FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the meeting of the Finance and General Purposes Committee held at 6.30pm on Thursday, 22<sup>nd</sup> November 2007 at The Institute. Councillors Pelling (Chair), Blessett, Shinkins, Stevens, and the clerk Mrs Sheila Kostyrka attended.

**22 APOLOGIES FOR ABSENCE**

Auger (work) Wallis (work) Cllrs Shinkins and Stevens apologised for being late due to work commitments.

**23 DECLARATIONS OF INTEREST – None.**

**24 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 4<sup>th</sup> October 2007, having been previously circulated, were approved as a true and correct record and signed by the Chairman.

**25 TO RECEIVE THE REPORT OF PROGRESS IN RELATION TO MATTERS ARISING FROM THESE MINUTES NOT DEALT WITH ELSEWHERE ON THE AGENDA.**

The Bank Mandate was signed by Cllr Stevens. The heating in the Institute is still ongoing.

**26 TO DISCUSS THE ANNUAL RETURN AND MAKE RECOMMENDATIONS TO COUNCIL**

The Clerk explained the explanation between boxes 7 & 8 on the Annual Return as queried by the external auditor. In view of the Impact Financial System and support no longer being available, and the queries arising, **it was recommended to Council to appoint an accountant to give help and advice throughout the year and to review the accounting records prepared for audit by the Clerk/RFO. It was therefore recommended to**

**appoint Mr Chris Cottee from Tax Assist Accountants to carry out these reviews for an annual fee of £300.00.**

**27 TO RE-CONFIRM THE “SPECIFIC INSTRUCTIONS” FOR THE CLERK & SIGN THE MANDATE FORM.**

Due to the new signatory, the Chairman and Cllr Pelling were required to sign an additional statement again to clarify their instructions for the Parish Clerk/Responsible Financial Officer as already agreed (Min 32/07.2) that “Mrs Sheila Kostyrka is authorised to transfer monies between accounts, amend standing orders, and cash cheques to the value of £100. She is not a signatory”.

**28 TO CONSIDER STAFF MATTERS:**

This **private and confidential** paper is attached at **Appendix 1** to this document.

**29** The next meeting will be held on 6<sup>th</sup> December 2007 at 6.30pm in the Clerk’s Office to discuss budgets and make recommendations for the 2008-9 Precept.

The meeting ended at 7.20pm

Signed by Cllr Andy Pelling 6<sup>th</sup> December 2007

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