

**St Leonards & St Ives Parish Council  
Finance Committee Meeting  
Minutes of the meeting held on 6<sup>th</sup> June 2007 at 8.06pm**

**Members Present:** Cllr Mrs J House

Cllr Mrs K Redknap	
Cllr Mrs V Bell	Cllr I Maddock
Cllr J Crow	Cllr Mrs S Smith
Cllr R Dudman	Cllr Mrs A Warman
Cllr M Dyer	Cllr R Warman

In attendance: Mrs Ann Jacobs Parish Clerk

- 51. Election of Chairman of Finance Committee for the Municipal Year 2007/2008**  
Cllr Mrs House was nominated. Proposed by Cllr Mrs Warman, seconded by Cllr Dyer. There were no other nominations. It was agreed that this would be reviewed in 6 months.  
**RESOLVED: Cllr Mrs House was duly elected Chairman, reviewed in 6 months.**
- 52. Election of Vice Chairman of Finance Committee for the Municipal Year 2007/2008**  
Cllr Mrs Bell was nominated. Proposed by Cllr Mrs Smith, seconded by Cllr Maddock. There were no other nominations.  
**RESOLVED: Cllr Mrs Bell was duly elected Vice Chairman.**
- 53. Declarations of Interest:** Cllr Dudman declared a personal interest in any items on Age Concern or the Village Hall. Cllr Mrs Warman declared a personal interest in any item on the Village Hall.
- 54. Apologies for absence:** None received.
- 55. Minutes of the Finance Committee meeting** held on 2<sup>nd</sup> May 2007, (page 103) were approved and signed as a correct record. Proposed by Cllr Dyer, seconded by Cllr Maddock.
- 56. Matters Arising from the Minutes:** There were no matters arising from the minutes.
- 57. Schedule of Payments** - The schedule of payments dated 6<sup>th</sup> June, 2007, was discussed, a copy of which had been circulated to each Member, and is placed with these Minutes in the Minute Book see Appendix A. The schedule was then approved.  
  
**RESOLVED: That the schedule of payments dated 6<sup>th</sup> June, 2007 (cheque numbers 002908 to 002925) be approved.**
- The Clerk will check if an interest should be declared if a Member present is listed as a payee on the cheque schedule.
- 58. Bank Reconciliations** – The Clerk submitted for information a bank reconciliations for the periods end March, April and May 2007, copies of which had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. The bank Reconciliations were agreed.
1. **RESOLVED: That the bank reconciliation's dated 31<sup>st</sup> March 2007 be approved.**  
(proposed by Cllr Mrs Smith, seconded by Cllr Dyer)
  2. **RESOLVED: That the bank reconciliation's dated 23<sup>rd</sup> April 2007 be approved.**  
(proposed by Cllr Maddock, seconded by Cllr Mrs Redknap)
  3. **RESOLVED: That the bank reconciliation's dated 23<sup>rd</sup> May 2007 be approved.**  
(proposed by Cllr MrsWarman, seconded by Cllr Dyer)
- 59. Internal Audit** – A report from the Internal Auditor for the yearend 31<sup>st</sup> March 2007, had been circulated to members. A copy of which is placed with these Minutes in the Minute Book see Appendix C. This was discussed and the contents accepted and noted.
- 60. Annual Return** – A copy of the prepared Annual Return for the yearend 31<sup>st</sup> March, 2007, had been circulated to Members. A copy of which is placed with these Minutes in the Minute Book see Appendix D. It was noted that the Internal Auditor had approved the draft. It was agreed to recommend approval to Full Council.

**RESOLVED: To recommend to full Council the Annual Return draft as presented.**

- 61. Terms of Reference Review** – Members of the Committee had received a copy of the existing Terms of Reference for the Finance Committee, a copy of which appears as Appendix E with these Minutes in the Minute Book. It was agreed to recommend to Council that no change was required.

**RESOLVED: To recommend to full Council that the Terms of Reference for the Finance Committee be approved without amendment.**

**62. Exchange of Information:**

1. Cllr Mrs Warman - The Clerk was asked to make sure Financial position of the Village Hall Management Committee is put on the next Full Council agenda.
2. Cllr R Warman asked why the financial position of the Village Hall is monitored by the Council. The Clerk reported that this had historically always been done, and also because the Council has leased the building it is in the Council's interest to monitor matters although it has no jurisdiction.
3. Cllr R Warman – The Youth Club is currently not operational, and has no members. The planned open day on 9<sup>th</sup> June is postponed due to staff sickness. The Youth Club situation will be put to the next full Council meeting.
4. Next meeting scheduled for 4<sup>th</sup> July, 2007.

The meeting ended at 8.15pm.

**CHAIRMAN**