

**St Leonards & St Ives Parish Council
Finance Committee Meeting
Minutes of the meeting held on 5th September, 2007 at 8.10pm**

Members Present: Cllr Mrs J House, Chairman

Cllr Mrs V Bell	Cllr. Mr M Dyer
Cllr Mr J Crow	Cllr Mrs S Smith
Cllr Mr R Dudman	Cllr Mrs A Warman

In attendance: Mrs Ann Jacobs Parish Clerk

- 220. 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 and will leave the meeting if this becomes prejudicial during the item.
- 221. Apologies for absence:** Cllr I Maddock, Cllr R Warman and Cllr Willetts
- 222. Minutes of the Finance Committee meeting** held on 4th July, page 22 were approved and signed as a correct record. Proposed by Cllr Dyer, seconded by Cllr Crow.
- 223. Matters Arising from the Minutes:** None
- 224. Schedule of Payments** - The schedule of payments dated September 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. Proposed by Cllr Crow, seconded by Cllr Dyer.
RESOLVED: That the schedule of payments dated September 2007 (cheque numbers 002940 to 002961) be approved.
- 225. Bank Reconciliations:** –
1. The Clerk submitted for information a bank reconciliation for the period end July 2007, a copy of which had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. The bank reconciliation was agreed.
RESOLVED: That the bank reconciliation dated 23 July 2007 be approved.
(proposed by Cllr Dyer, seconded by Cllr Mrs Bell)
 2. The Clerk submitted for information a bank reconciliation for the period end August 2007, a copy of which had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix C. The bank reconciliation was agreed.
RESOLVED: That the bank reconciliation dated 23 August 2007 be approved.
(proposed by Cllr Mrs Bell, seconded by Cllr Crow)
- 226. Clarifying Delegated powers on spending within the terms of reference** –
A change of wording had been circulated to Members a copy of this appears as Appendix D with these Minutes in the Minute Book. It was agreed to recommend to full Council to accept the change of wording to the Terms of Reference. Proposed by Cllr Dudman, seconded by Cllr Mrs Redknap.
RESOLVED: To recommend to Full Council to adopt the change of wording, as suggested, to clarify the spending powers of this Committee.
- 227. Village Hall Management Committee** –
- i) The accounts of the VHMC dated 30th June 2007 had been circulated to each Member. A copy of which is placed with these Minutes in the Minute Book see Appendix E. Noted.
 - ii) Lease – The Clerk was asked to obtain quotations from solicitors on the cost to prepare a new lease and to rescind the existing lease. It was suggested that the Charity Commission may have an example available.
- 228. Grant Requests:-**
- i) A request for a grant from East Dorset Citizens Advice Bureaux was circulated and discussed. A copy of which is placed with these Minutes in the Minute Book see Appendix F. It was agreed to approve a grant of £400. Proposed by Cllr Mrs Warman, seconded by Cllr Dyer.
RESOLVED: To grant the sum of £400 to the East Dorset Citizens Advice Bureaux (under the power of Local Government Act 1972, section 142)

- ii) A request from Dial A Ride detailing the journeys made by residents had been circulated to Members (reimbursement agreed under Min 425 January 2007). A copy of which is placed with these Minutes in the Minute Book see Appendix G. It was agreed unanimously to approve a grant payment of £546. Proposed by Cllr Mrs Warman, seconded by Cllr Dyer.

RESOLVED: To grant the sum of £546 to Dial A Ride for the period January 2007 to June 2007 (under the Local Government and Rating Act 1997, s26-29).

- iii) Members discussed extending the grant for Dial A Ride to the end of the financial year on the same basis. It was agreed unanimously, to recommend this to full Council. Proposed by Cllr Warman, seconded by Cllr Dyer.

RESOLVED: To Recommend to Full Council to extend the grant for Dial A Ride to the end of the financial year on the same basis.

229. Budget planning – Members were asked to consider what financial commitments will be required for the forthcoming financial Year and advise the Clerk so that provision within the budget can be agreed. The Clerk will note matters within the Parish Plan and apply a 3% increase to standard costs.

230. Reviewing the effectiveness of the system of internal Audit –Members reviewed the report circulated by the Clerk. A copy of which is placed with these Minutes in the Minute Book see Appendix H. It was agreed that the current system of quarterly audits by an independent auditor, reported directly to the Chairman and reviewed by this Committee met the requirements demanded by the regulations. The Clerk will check will DAPTC that this is sufficient for the Auditor and confirm back to the Committee. Proposed by Cllr Dyer, seconded by Cllr Crow.

RESOLVED: The Clerk will ask DAPTC to confirm that the current system employed by the Council meets the requirements of the regulations.

231. Clerks Training – The Clerk requested approval to attend a Clerks Training Seminar on 27th September cost £30. It was agreed unanimously. Proposed by Cllr Crow, seconded by Cllr Mrs Redknap.

RESOLVED: To approve the cost of £30 for the Clerk to attend the Clerks Training Seminar on 27th September.

232. Budget Vs Expenditure – The Committee reviewed the budget vs expenditure figures for the first quarter. A copy of which is placed with these Minutes in the Minute Book see Appendix I. There were no concerns raised. It was agreed that expenditure was in line with the budget plan. Proposed by Cllr Dyer, seconded by Cllr Crow.

233. Exchange of Information: Next meeting scheduled for 3rd October 2007

The meeting ended at 8.35pm.

CHAIRMAN