

**St Leonards & St Ives Parish Council
Finance Committee Meeting
Minutes of the meeting held on 7th November, 2007 at 7.55pm**

Members Present: Cllr Mrs J House, Chairman

Cllr Mrs V Bell	Cllr Mrs K Redknapp
Cllr Mr J Crow	Cllr Mrs S Smith
Cllr. Mr M Dyer	Cllr Mrs A Warman
Cllr I Maddock	Cllr R Warman

In attendance: Mrs Ann Jacobs Parish Clerk and Mr A Skeats

354. Declarations of Interest:

Agenda Item	Name	Declared: P= Personal P & P = Personal and Prejudicial
8	Cllr Mrs Warman	P VHMC Chairman of the Committee
9 (i)	Cllr Mrs Warman	P – wife of Treasurer .Abstained from vote on grant.
8	Cllr R Warman	P husband of Chairman of VHMC
9 (i)	Cllr R Warman	P & P stayed to answer questions only from the Council left for debate on grant.
9 (i)	Cllr Mrs Redknapp	P– Council representative at Youth Club meetings not a Member of Management Committee
9(i)	Cllr Dyer	P & P - Youth Club (sits on EDDC panel)

355. Apologies for absence: Cllr Mr R Dudman

356. Minutes of the Finance Committee meeting held on 3rd October, 2007 (page 49) was approved and signed as a correct record. Proposed by Cllr Mrs Bell, seconded by Cllr Crow.

357. Matters Arising from the Minutes: None

358. Schedule of Payments - The schedule of payments dated November 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 Maddock, seconded by Cllr Dyer.

RESOLVED: That the schedule of payments dated November 2007 (cheque numbers 002985 to 003003) be approved.

359. Bank Reconciliation: – The Clerk submitted for information a bank reconciliation for the period end October 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. Proposed by Cllr Mrs Bell, seconded by Cllr R Warman

RESOLVED: That the bank reconciliation dated 19 October 2007 be approved.

360. Village Hall Management Committee –

- i) The accounts of the VHMC for the end of the financial year and month ended September 2007 will be circulated to Members with the Minutes. Cllr Mrs Warman reported that an alternative means of investing the funds in the Portman is being investigated.

Cllr Mrs Warman informed the Members that the extractor fan in the kitchen was not necessary. The floor in the annexe kitchen was being relaid on Saturday.

- ii) Report from Sub committee – The Clerk read the report out to Members. A copy will be sent out to Members with the Minutes and will appear as Appendix C with these Minutes in the Minute Book.

361. Grant Requests:-

- i) A grant application form from Freedom Youth Club had been circulated to Members together with copies of their accounts. A copy appears as appendix D with these Minutes in the Minute Book. The meeting invited Mr Skeats to speak.

The meeting was closed briefly to hear from Mr Skeats about plans for regenerating the Youth Club. Mr Skeats informed the Members that the regeneration of the Club is going to take a year there are three key issues:

- Strengthen the management team
- Manage the Club properly in a business like manner
- Rewrite the constitution.

The meeting reopened.

Cllr Mrs Warman reported that she will be attending a meeting at DCC tomorrow to discuss her official complaint about the handling of the re-launch and other issues. She will also be asking for a grant to support the Club from DCC.

Cllr R Warman and Cllr Dyer left the meeting before the debate on the grant. Cllr Mrs Warman remained but abstained from the vote.

After further debate on the request it was agreed to recommend to full Council that a grant of £2,000 per annum be given to the Youth Club to assist in the regeneration plans. The grant to be reviewed annually. Proposed by Cllr Crow, seconded by Cllr Mrs Bell.

RESOLVED: To Recommend to full Council that a grant of £2,000 per annum be given to the Youth Club to assist in the regeneration plans, to be reviewed annually. (Local Government Miscellaneous Provision Act 1976 s19).

- ii) The clerk has received the wreath for Remembrance Day. This was discussed it was agreed that a donation to the Royal British Legion of £150 (includes £16.50 for the wreath) will be given in this respect. Proposed by Cllr Crow, seconded by Cllr Maddock.
RESOLVED: It was agreed a donation of £150 will be sent to the British Legion in respect of the wreath and donation to funds.

362. Budget planning – A copy of the draft budget was circulated to Members. A copy of which appears as Appendix E with these Minutes in the Minute Book. This was discussed. The Clerk was asked to split off a separate contingency sum on the Salary section for emergency cover. Cllr Mrs Warman informed the meeting that the sum under Review of VHMC Costs of £7250 was not going to be sufficient to meet the needs of the Committee. The Clerk reported that the sum was a provisional figure to enable the budget to be finalised. The exact figure is dependant on the results of the investigations and enquiries currently in progress and subject to approval by Full Council. It was agreed, unanimously, to recommend to Full Council that a precept demand of £65,000 is made for the financial year 2008/2009. Proposed by Cllr Dyer, seconded by Cllr Crow.

RESOLVED: To recommend to Full Council a Precept Demand of £65,000 for the financial year 2008/2009.

363. Internal Audit – A report from the Internal Auditor for the 1st and 2nd quarters of 2007/2008, was read by the Clerk. There were no issues reported. A copy of which is placed with these Minutes in the Minute Book see Appendix F. This was discussed and the contents accepted and noted. Cllr R Warman asked the extent of the Audit. The Clerk informed the Members that the Audit is carried out in line with the recommendations with the Practitioners Guide and in accordance with Account and Audit Regulations.

364. Exchange of Information:

1. Next meeting scheduled for 5th December, 2007

The meeting closed at 8.50pm

CHAIRMAN