

**St Leonards & St Ives Parish Council
Finance Committee Meeting
Minutes of the meeting held on 7th May, 2008 at 7.46pm**

Members Present: Cllr Mrs J House, Chairman

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

In attendance: Mrs Ann Jacobs Parish Clerk

655. Declarations of Interest:

Agenda Item	Name	Declared: P= Personal P & P = Personal and Prejudicial
7	Cllr R Dudman	P & P VHMC and Age Concern
7	Cllr Mrs A Warman	P & P VHMC

656. Apologies for absence: Cllr J Crow, Cllr I Maddock and Cllr R Warman

657. Minutes of the Finance Committee meeting held 2nd April 2008 (page 103) were approved and signed as a correct record. Proposed by Cllr R Dudman, seconded by Cllr Mrs V Bell.

658. Matters Arising from the Minutes:

1. Min. 607 (iii) Water Leak at the Village Hall – The repairs have been made and the VHMC will not be asking the Council to pursue an insurance claim.

659. Schedule of Payments - The schedule of payments dated 7th May, 2008, 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 Mrs V Bell, seconded by Cllr R Dudman.

RESOLVED: That the schedule of payments dated 7th May (cheque numbers 003092 to 003102) be approved.

660. Bank Reconciliation: – The Clerk submitted for information a bank reconciliation for the period end March, 2008. 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 S Smith, seconded by Cllr Mrs V Bell.

RESOLVED: That the bank reconciliation dated end March 2008 be approved.

A bank reconciliation for the period end April, 2008 was submitted to Members. 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. Proposed by Cllr Mrs S Smith, seconded by Cllr Mrs V Bell.

RESOLVED: That the bank reconciliation dated end April, 2008 be approved.

661. Outstanding invoices: Invoices issued more than 30 days and outstanding were reported by the Clerk. Noted.

662. Council Office – The Chairman reported. It was agreed that the Chairman will contact the H & S Officer of EDDC to ask for advice on safe working practice relating to the Parish Office so that any necessary requirements are met when refurbishing the office.

Cllr Mrs Warman reported that the process of risk assessing the Legionella risk, identified in the Water Board Report was underway. It was agreed that the work required to rectify the office issues could be carried out at the same time. The Council will liaise with the VHMC concerning a water heater for the Parish Office.

663. Grants – The Committee agreed to approve a grant payment (under the Local Government and Rating Act 1997, s26-29) of £203 to Dial A Ride for the period January 2008 to March 2008. Min 425 Jan. 2007 refers.

RESOLVED: to approve the grant payment (under the Local Government and Rating Act 1997, s26-29) of £203 to Dial A Ride for the period January 2008 to March 2008.

The Clerk was asked to obtain and submit usage figures for discussion at the next meeting.

7.55pm Cllrs R Dudman and Cllr Mrs A Warman left the meeting due to a declared P & P interest in the next item.

664. Village Hall Management Committee –

- i) Report and accounts for end February (copy attached). Noted.
- ii) A report from the Joint Sub committee had been copied to Members. A copy of which appears as appendix D with these Minutes in the Minute Book. The various options and recommendations were discussed at length. It was agreed that there was no perfect option. Options 1 and 2 were discussed and not supported. It was agreed that the Committee would recommend that the Council consider options 3 and 4 in respect of the lease. Proposed by Cllr M Dyer Seconded by Cllr Mrs S Smith.

RESOLVED: To recommend to Council to consider options 3 and 4 of the report as possible resolutions for consideration in reviewing the lease with the VHMC.

It was noted that a control mechanism would be required to ensure that priorities are met appropriately. A full structural survey is needed for budget planning and prioritising. It was agreed that the Committee would recommend that this is undertaken as part of the process. A specification will need to be set to obtain three quotations. Proposed by Cllr Mrs Smith, seconded by Cllr M Dyer.

RESOLVED: To recommend to Council to carry out a full structural survey of the building. Subject to 3 quotations and an agreed specification as part of any change to the lease agreement.

665. Exchange of Information:

1. Next meeting scheduled for, 4th June, 2008.
2. The Clerk reported that the review of the Tennis Club rent is now due. It was agreed that the Clerk would write and ask for accounts and membership information so that this could be taken into account.

The meeting closed at 8.22pm

CHAIRMAN