

**St Leonards & St Ives Parish Council  
Finance Committee Meeting  
Minutes of the meeting held on 4<sup>th</sup> June 2008 at 7.30pm**

**Members Present:** Cllr Mrs J House, Chairman

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

In attendance: Mrs Ann Jacobs Parish Clerk

- 41. Election of Chairman of Finance Committee for the Municipal Year 2008/2009 –** Cllr Mrs J House was nominated as Chairman by Cllr Mrs V Bell , seconded by Cllr J Crow. Agreed unanimously.  
**RESOLVED: Cllr Mrs J House was duly elected as Chairman of Finance Committee for the Municipal Year 2008/2009.**

**Election of Vice Chairman of Finance Committee for the Municipal Year 2008/2009 -** Cllr Mrs V Bell was nominated as Vice Chairman by Cllr Mrs S Smith, seconded by Cllr Mrs A Warman. Agreed unanimously.

**RESOLVED: Cllr Mrs V Bell was duly elected as Vice Chairman of Finance Committee for the Municipal Year 2008/2009.**

- 42. Declarations of Interest:**

Agenda Item	Name	Declared: P= Personal P & P = Personal and Prejudicial
13	Cllr Mrs S Smith	Personal, neighbour of Treasurer

- 43. Apologies for absence:** Cllr I Maddock and Cllr R Warman
- 44. Minutes of the Finance Committee meeting** held 7th May 2008, (pages 112 and 113) were approved and signed as a correct record. Proposed by Cllr J Crow, seconded by Cllr Mrs V Bell.
- 45. Matters Arising from the Minutes:** Outstanding invoices have now all been settled. One cheque was returned by the bank a charge is awaited. Noted.
- 46. Schedule of Payments -** The schedule of payments dated 4<sup>th</sup> June, 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 J Crow, seconded by Cllr R Dudman.  
**RESOLVED: That the schedule of payments dated 4<sup>th</sup> June (cheque numbers 003103 to 003118) be approved.**
- 47. Bank Reconciliation:** – The Clerk submitted for information a bank reconciliation for the period ended 23 May, 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 V Bell, seconded by Cllr J Crow..  
**RESOLVED: That the bank reconciliation dated 23<sup>rd</sup> May 2008 is approved.**
- 48. Internal Audit –** The report from the Internal Auditor for the yearend 31<sup>st</sup> March 2008, was circulated to Members. A Copy of which appears as Appendix C with these Minutes in the Minute Book. The content was noted. A Vote of thanks was given to the Clerk for another satisfactory report.
- 49. Additional resources required for Parish Office –** The Chairman reported on a meeting with Mr G Hodder, to discuss the health and safety requirements for the Parish Clerk. A copy of this was circulated to Members and appears as appendix C with these Minutes in the Minute Book. This was discussed. It was agreed that temporary additional staff cover would be required to carry out the necessary administration. It was also agreed that the minimum wage would be paid. The Clerk will make the arrangements. Proposed by Cllr Mrs S Smith, seconded by Cllr M Dyer.

**RESOLVED: To employ additional temporary staff to carry out the additional administration to meet the health and safety requirements at the minimum wage rate.**

**50. Dial a Ride Grant –**

- i) Members were asked to approve the grant payment (under the Local Government and Rating Act 1997, s26-29) of £364 to Dial A Ride for the period October to December 2007. Min 425 Jan. 2007 refers. This was discussed. It was agreed to approve the payment. Proposed by Cllr Mrs V Bell, seconded by Cllr R Dudman.

**RESOLVED: To approve the grant payment (under the Local Government and Rating Act 1997, s26-29) of £364 to Dial A Ride for the period October to December 2007.**

- ii) Review and monitoring of grant for the 2007/2008 period. Members reviewed the statistics of usage and grant monies paid over the last 3 year period an increase of over 17% was noted.

**51. 3 Yearly Tennis Club Rent Review –** Members carried out the three yearly review of the rent for clubhouse, additional information provided by the Club was noted. It was agreed that an increase of 5% should be applied. Next review in 3 years in accordance with the lease. Proposed by Cllr Mrs A Warman, seconded by Cllr M Dyer.

**RESOLVED: To apply and increase of 5% to the rent for the Clubhouse.**

**52. Exchange of Information:**

1. Next meeting scheduled for 2nd July, 2008
2. Cllr Mrs Warman reported that the Sheiling was holding an open day this coming Saturday from 1 pm.
3. An invitation the Annual meeting of the East Dorset CAB was reported. Cllr Mrs Warman will be attending.

**The meeting closed at 8.15pm**

**CHAIRMAN**