

**St Leonards & St Ives Parish Council  
Finance Committee Meeting**

**Minutes of the meeting held on 4<sup>th</sup> March, 2009 at 8.01pm**

**Members Present:** Cllr Mrs J House, Chairman  
Cllr Mrs V Bell  
Cllr J Crow

Cllr R Bryan  
Cllr M Dyer  
Cllr Mrs S Smith

In attendance: Mrs Ann Jacobs Parish Clerk.

**Open Forum:** None

**462. Declarations of Interest – None**

**463. Apologies** for absence were received and accepted from: Cllr R Dudman; Cllr I Maddock; Cllr Mrs A Warman and Cllr R Warman.

**464. Minutes of the Finance Committee meeting** held 4th February, 2009 pages 74 & 75 were approved and signed as a correct record. Proposed by Cllr M Dyer, seconded by Cllr Mrs S Smith.

**465. Matters Arising from the Minutes:**

1. Minute 415 – The Clerk read out the response from Cllr R Warman. A subsequent letter from the Monitoring Officer, to that circulated concerning declaring of interest was reported. The Clerk is seeking further clarification before reporting this to full Council on 25<sup>th</sup> March.

**466. Schedule of Payments** - The schedule of payments dated 4<sup>th</sup> March, 2009, were 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 approved. Proposed by Cllr Mrs S Smith, seconded by Cllr M Dyer.

**RESOLVED: That the schedule of payments dated 4th March, 2009 (cheque numbers 003257 to 003273) be approved.**

**467. Bank Reconciliation:** – The Clerk submitted for information a bank reconciliation for the period ended 20<sup>th</sup> February, 2009 . 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. Cllr Mrs S Smith, seconded by Cllr M Dyer.

**RESOLVED: That the bank reconciliations dated 20<sup>th</sup> February, 2009, was approved.**

**468. Review of the reserve funds held** – Members reviewed the reserve funds and agreed unanimously, to hold sufficient funds to cover emergency staff for up to 3 months and increase the legal costs reserve to £5,000. Proposed by Cllr Mrs V Bell, seconded by Cllr Mrs S Smith.

**RESOLVED: To move funds from the retained fund to bring the emergency staff cover fund up to £4500 and the legal costs reserve to £5,000.**

**469. Security of the reserve fund** – Members agreed that in light of the current economic climate further information was required. The Clerk will get further information on rates and bring back to the Committee so that consideration can be given to splitting the fund into two separate funds.

**470. Village Hall Management Committee** – Copies of the accounts for January were received and noted. Copies of which appear as Appendix C with these Minutes in the Minute Book.

**471. Grants–**

- i) Grant for Dial A Ride – A grant request for Dial A Ride for the period October to December 2008 for £161, 23 journeys made was received and discussed. Min 425 Jan. 2007 refers. It was noted that there were still funds to cover this within the budgetary provision. It was agreed, unanimously, to authorise a grant payment of £161 (under the Local Government and Rating Act 1997, s26-29). Proposed by Cllr V Bell, seconded by Cllr M Dyer  
**RESOLVED: To grant £161 to Dial A Ride (under the Local Government and**

**Rating Act 1997, s26-29) in respect of the contribution of £7 per trip made by residents of this Parish.**

- ii) Review of grant for Age Concern – The Clerk reported receiving the accounts from Age Concern together with a letter of thanks. This was noted.  
 iii) Letters of thanks for grants awarded to Dorset & Somerset Air Ambulance; Greyfriars and New Forest North CAB were duly noted.

**472. Internal Audit –** The effectiveness of the System of Internal Audit was reviewed. Members received and considered the report from the Clerk. A copy of which appears as appendix D with these Minutes in the Minute Book. It was agreed, unanimously, that the system of internal audit was effective. Proposed by Cllr Mrs S Smith, seconded by Cllr M Dyer.

**RESOLVED: That this Parish Council has reviewed its system of internal audit which it accepts as being effective and meeting the standards required under the Account and Audit (Amendment) Regulations 2006 SI2006/564.**

**473. Insurance Review:** The Council insurance policy expires 31<sup>st</sup> May. The Clerk will begin requesting quotations. It was agreed that Cllr Mrs House will review these with the Clerk before recommendation to Council. Proposed by Cllr Mrs S Smith, seconded by Cllr R Bryan.

**RESOLVED: Cllr Mrs House will review the quotations in detail prior to recommendation to Council.**

**474. Exchange of Information:**

1. Next meeting scheduled for 1<sup>st</sup> April 2009
2. The Clerk reported receiving a letter complaining about a lack of exterior lighting. The letter will be acknowledged and forwarded to VHMC.
3. Subcommittee – reviewing the lease with the VHMC, it was agreed that in the absence of Cllr Maddock, as a temporary measure Cllr Mrs Smith would attend the subcommittee meetings to ensure a balance of members.

The meeting closed at 8.35pm

**CHAIRMAN**