

**Finance Committee Meeting**  
**Minutes of the meeting held on 3<sup>rd</sup> November 2010, at 8.02pm**  
**In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present: Cllr Mrs J House, Vice Chairman in the Chair  
Cllr R Bryan                      Cllr R Dudman                      Cllr Mrs A Warman  
Cllr M Dyer                      Cllr Mrs S Smith                      Cllr R Warman  
In attendance: Mrs Ann Jacobs Parish Clerk

**Public Forum: None**

**277. Declarations of Interest:-**

Name	Details	Declaration
Cllr Mrs A Warman	Item 11 Age Concern grant has a connection to VHMC and VHMC grants on budget planning. Will not vote on this. Chairman and Trustee of VHMC.	Personal
Cllr R Dudman	Item 11 – Grants for Age Concern. Chairman of Age Concern. Will not vote on this item	Personal

**278. Apologies:** were received and accepted from Cllr Mrs V Bell and Cllr J Crow

**279. Minutes of the Finance Committee meeting** the Minutes of the meeting held on 6<sup>th</sup> October 2010 pages 46 & 47 were approved and signed as a correct record. Proposed by Cllr Mrs S Smith, seconded by Cllr M Dyer.

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

1. Cllr R Bryan reported that the newsletter had not been received in Matchams Close. The Clerk will speak to the distributor.

**281. The schedule of payments for September**, cheque numbers 003610-003626 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 R Warman, seconded by Cllr Mrs S Smith.

**RESOLVED: That the schedule of payments for October (cheque numbers 003610-003626) be approved.**

**282. Bank Reconciliation:** – The Clerk submitted for information a bank reconciliation for the period ended 18<sup>th</sup> October 2010. It was proposed for acceptance by Cllr R Warman seconded by Cllr Mrs S Smith. Agreed unanimously. A copy of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B.

**RESOLVED: That the bank reconciliation dated 18<sup>th</sup> October 2010 be approved.**

The Clerk will put the names of each bank against the accounts for clarity.

**283. Reserve Holdings** – The Clerk confirmed that the account paperwork has been completed and returned to the two financial bodies. The Santander account is now open, but there have been some minor problems in completing the paperwork with Barclays which are now, hopefully resolved.

**284. Grants:**

1. A grant to the Royal British Legion for a donation and purchase of the wreath for £150 was agreed, unanimously.

**RESOLVED: To approve a grant of £150 to the Royal British Legion Poppy Appeal.**

2. A request for a grant to the CAB New Forest was discussed. It was agreed to grant £440 to the New Forest CAB, unrestricted as requested in their email. Proposed by Cllr M Dyer, seconded by Cllr R Dudman (carried by 5 in favour and 2 abstentions).

**RESOLVED: To grant £440 to the New Forest CAB, for unrestricted use.**

### **285. Budget Planning**

A report on the grant review had been circulated to Members. This was discussed at length.

Age Concern Grants, Afternoon Clubs - Cllr Dudman reported that the groups are still under the Age Concern umbrella as insurance provision is through Age Concern. The Clerk reported that there had been no reference or evidence of the insurance provision in the originating paperwork or in the last 6 years of providing the room. Mindful of the numbers benefiting and the cost of provision, it was proposed that the Clerk would write to the Wednesday and Friday groups and ask for their thoughts on merging the two groups into one day or alternatively increasing the contribution from each Member to £2 per head per visit to cover some of the cost for the room hire and continuing with both groups. If the latter is preferred some form of collection arrangement will have to be agreed. Proposed by Cllr Mrs Smith, seconded by Cllr M Dyer. Agreed by all voting (Cllrs Mrs Warman and Mr Dudman withdrew from the vote due to their declared personal interest).

**RESOLVED: The Clerk will write to both groups as directed.**

The Clerk will seek confirmation concerning the insurance cover.

Dial A Ride – Have written in and requested that they withdraw from the subsidy arrangement but will continue to assist wheelchair bound users. The draft budget will be adjusted.

Air Ambulance Grant – Due to the number of visits and in recognition of this vital service available to all of the Parish it was agreed, unanimously, to increase the grant provision to £250 pa. Proposed by Cllr R Bryan, seconded by Cllr Mrs S Smith.

**RESOLVED: To increase the grant provision for the Dorset and Somerset Air Ambulance to £250pa.**

### **286. Internal Audit** – the report from the Internal Auditor was noted.

There were two issues raised:

- £2 error on petty cash calculation this has been corrected and repaid.
- Length of meetings exceeding 2 hours and standing orders. This had been checked with DAPTC, decisions made after 2 hours are still valid, however it is good practice to keep meetings concise. This will be brought to all Members attention at the next full Council meeting.

### **287. Exchange of Information:**

1. Next meeting scheduled for 1<sup>st</sup> December, 2010.
2. The Clerk reported requests for grants from the Scouts and Victim support these will be put to the next meeting.

**Meeting ended at 8.46pm**

**CHAIRMAN**