

**Finance Committee Meeting
Minutes of the meeting held at 7.26pm 5th December 2012
In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present: Cllr R Warman, Chairman
Cllr M Dyer Cllr Mrs J House Cllr A Warman
Cllr R Dudman Cllr G Willetts

In attendance: Mrs A Jacobs, Clerk

308. Declarations of Pecuniary Interest:- None

309. Apologies: Cllr R Bryan; Cllr B Goringe; Cllr M Hockley and Cllr C House

310. Public Speaking: None

311. Grant of Dispensation: None

312. Minutes of the Finance Committee meeting - The Minutes of the meeting held on 3rd October 2012 – pages 37 & 38. were approved and signed as a correct record. Proposed by Cllr Mrs J House and seconded by Cllr R Dudman. Agreed unanimously.

313. Matters Arising from the Minutes:

- Letters of thanks for the grants have been received from Greyfriars and East Dorset CAB.

314. Schedule of payments for cheques: The schedule of cheques for numbers 003999-004006 was discussed, a copy of which had been circulated to each Member, and a public access version is placed with these Minutes in the Minute Book see Appendix A. The schedule was approved. Proposed by Cllr Mrs A Warman, seconded by Cllr M Dyer.

RESOLVED: That the schedule of payments for cheque numbers 003999-004006 be approved.

The Clerk reported that it had now been confirmed that Councillors in receipt of allowances and expenses were no longer required to declare an interest and leave the room. If receiving payment for employment or contracts this was still a DPI.

315. Bank Accounts:-

- i) The Clerk submitted for information a bank reconciliation for the period ended 20th November 2012, a copy of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. It was proposed for acceptance by Cllr M Dyer seconded by Cllr Mrs J House. Agreed unanimously.

RESOLVED: To accept the bank reconciliation for 20th November 2012 as presented.

- ii) Reserves Subcommittee: Cllr R Warman reported. With the current economic climate the reserves were kept under a continuous review. AIB investment had been renewed until 13th February 2013. No further action recommended at this current time. Noted.

316. Review of the Effectiveness of Internal Audit – The Committee reviewed the effectiveness of Internal Audit. It was noted that recommendations from the Auditor were implemented. Reports from the Internal Auditor are sent to the Chairman of the Council and reported to the subsequent meeting. Chairman of Finance is informed of Audit dates and can attend when available. Last attended June 2012 Audit. Next Audit due January. This was discussed. It was agreed, unanimously, to recommend to Full Council that the current Internal Audit process was effective. Proposed by Cllr Mrs J House, seconded by Cllr Mrs A Warman.

RESOLVED: To recommend to Full Council that the current Internal Audit process was effective.

Next review due May 2013 in accordance with Standing Orders.

317. Clerks Remote Working from home Costs – It was noted that following a review of the Clerk’s working arrangements 2011/2012, it was agreed that the Clerk would work from home on Mondays and Fridays using the Council computer remotely when possible. The cost for this of £7.19 per month has to be paid for direct by the Clerk on a monthly basis. The fee has been reclaimed via the petty cash reimbursement system since January 2012. Members, unanimously, retrospectively approved reimbursement of the financial cost of Clerk working from home and future costs. Proposed by Cllr G Willetts, seconded by Cllr Mrs A Warman.

RESOLVED: To retrospectively approve reimbursement of the financial cost of remotely accessing the Council computer and future costs.

318. To review the method of payment of the Clerk’s pension contribution. Matter deferred to the next meeting to allow for compilation of a factual report.

319. Exchange of Information:

1. Next meeting scheduled 6th February 2013 – noted.

Meeting ended at 7.37pm

Chairman