

**MINUTES OF THE CROSSWAYS PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE HELD ON MONDAY 8<sup>TH</sup> NOVEMBER 2004 IN THE SPORTS PAVILION, DICK O' TH' BANKS ROAD, CROSSWAYS AT 7PM**

Present: Cllr R Russell, Cllr Bryant, Cllr Brewer, Cllr Stenning, Cllr Manuel, Cllr Peacocke, Cllr Chubb and Cllr T Connor,

GENERAL AGENDA

PUBLIC PARTICIPATION There were no members of the public present

**ITEM 1 APOLOGIES FOR ABSENCE** Apologies were received from Cllr Harriss, Cllr Crowe and Cllr Dullaway

**ITEM 2 DECLARATIONS OF INTEREST** There were no declarations of interest.

**ITEM 3 CONFIRM DATE OF NEXT MEETING – DECEMBER 6<sup>TH</sup> 2004** Confirmed. Cllr Russell offered his apologies for this meeting.

**FINANCE & ADMINISTRATION COMMITTEE**

Chair: Cllr S Bryant

**ITEM 1 MINUTES OF THE PREVIOUS MEETING (11<sup>TH</sup> OCTOBER 2004)** The Minutes of the previous meeting were accepted as a true record and duly signed.

**ITEM 2 MATTERS ARISING FROM THE MINUTES**

**ITEM 3 CLLR BRYANT'S REPORT** Cllr Bryant reported that it has been confirmed that co-opted Councillors are now eligible to claim expenses but not allowances. Cllr Bryant secondly reported that a letter had been received from the ODPM (Office of Deputy Prime Minister) regarding new ethical framework regulations. Copy attached for Councillors information.

**ITEM 4 CORRESPONDENCE** None to report.

**ITEM 5 CONSIDER MODEL CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES** Noted no comment.

**ITEM 6 REVIEW OF THE REGULATORY FRAMEWORK GOVERNING THE POLITICAL ACTIVITIES OF LOCAL GOVERNMENT EMPLOYEES** Noted no comment.

**ITEM 7 CONSIDER LETTER RECEIVED BY EXTERNAL AUDITOR, NOTE REPLIES AND MINUTE MANUAL CORRECTION AS REQUIRED BY AUDITOR – CLLR BRYANT TO REPORT** Cllr Bryant reported and explained the contents of the Auditors letter regarding the 03/04 Parish Council Accounts and Councillors were advised of the contents of the reply to the Auditor. Copy of this letter is attached. Councillor Bryant reported the Auditors comments regarding the manual correction showing the members the correction and explaining the reasons for same.

**It was proposed by Cllr Brewer and seconded by Cllr Stenning that the explanations given and the letter shown fully reflected the required response to the Auditor's questions.**

**AGREED**

**ITEM 8 REPORT SLCC CONFERENCE TO INCLUDE NOTIFICATION OF PROPOSED NATIONAL AGREEMENT OF SALARIES, TERMS AND CONDITIONS AND SIGNED PROTOCOL BETWEEN SLCC (SOCIETY OF LOCAL COUNCIL CLERKS AND NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)** The Clerk reported attendance at the SLCC National Conference giving details of the protocol, the new NALC and SLCC Terms and Conditions and the agreement of understanding between the IIMC (Institute of International Municipal Clerks) the American Clerks organisation. The Clerk reported that under the terms and conditions document, to be published in November, it has been agreed that no Clerk should be employed at less than £7.40 per hour. It was also noted that the Freedom of Information Act and the right of the public to have access to Council papers is due to come in force fully in January 2005.

**ITEM 9 CONSIDER PLACING COUNCIL’S DEEDS IN SAFE DEPOSIT BOX HSBC AND CHARGES FOR SAME** The Clerk reported cost of keeping deeds at the Bank, £40pa plus £8.50 per visit if inspection required. The Clerk was requested to write to the Council’s solicitor to enquire if they hold deeds and at what cost.

ACTION: CLERK

**ITEM 10 CONSIDER ATTENDANCE AT SLCC REGIONAL CONFERENCE – FUNDING AND MANAGING COMMUNITY PROJECTS FRIDAY 3<sup>RD</sup> DECEMBER AT BRISTOL**  
Attendance not required.

**ITEM 11 CONSIDER AND ADOPT REVISED ADVICE FROM THE STANDARDS BOARD FOR ENGLAND IN THE MATTER OF REGISTERING OF INTERESTS AND FREEMASONRY (COPY ATTACHED)** Proposed Cllr Peacocke, seconded Cllr Brewer revised advice noted and accepted.

RESOLVED

**ITEM 12 CONSIDER RESPONSE TO REGIONAL SPATIAL STRATEGY FOR THE SOUTH WEST 2006 – 2026** It was agreed that Councillors respond to this document on an individual basis.

RESOLVED

*Cllr Bryant noted that there was no agenda item for agreement of expenditure. The following expenditure was agreed:*

- Clerks Salary
- Inland Revenue (Tax & NI)
- Cleaner Sports Pavilion

**Proposed: Cllr Stenning, seconded Cllr Brewer**

**AGREED**

**ITEM 13 ANY LATE URGENT ITEMS** None requested.

There being no other business, the meeting closed.

Signed ..... (Chair) ..... 2004