

MINUTES OF THE CROSSWAYS PARISH COUNCIL FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE SPORTS PAVILION, DICK O' TH' BANKS ROAD ON MONDAY 10TH MAY 2004

Present: Cllr R Russell, Cllr S Bryant, Cllr E Stenning, Cllr J Manuel, Cllr A Brewer, Cllr J Chubb, Cllr R Peacocke, Cllr Dullaway and Cllr Connor

GENERAL AGENDA

PUBLIC PARTICIPATION

There was no public participation for any Finance and Administration matters. .

ITEM 1 APOLOGIES FOR ABSENCE Apologies were received from Cllr Crowe.

ITEM 2 DECLARATIONS OF INTEREST Cllr Chubb expressed a prejudicial interest in Item 7, of the Amenities Committee agenda stating that he is a resident of Yalbury Lane. It was agreed Cllr Chubb would not vote on this issue.

ITEM 3 CONFIRM DATE OF NEXT MEETING – 7th JUNE 2004

FINANCE AND ADMINISTRATION COMMITTEE

Chair: Cllr S Bryant

ITEM 1 MINUTES OF THE PREVIOUS MEETING (19TH APRIL 2004) The Minutes of the previous meeting were accepted as a true record and duly signed.

ITEM 2 MATTERS ARISING FROM THE MINUTES Cllr Peacocke asked the Chairman if he had gleaned any useful information from the documents he had passed to him. The Chairman responded that he had not had time to read them yet and this was in hand.

ITEM 3 CHAIRMAN'S REPORT The Chairman reported that the Internal Auditor was in possession of the accounts for the year ending March 2004.

ITEM 4 CORRESPONDENCE The Clerk reported that she had written to the Internal Auditor to arrange the preliminary visit and collection of accounts as noted above.

ITEM 5 CONSIDER EXPENSES REVIEW INTERNAL AUDITOR Cllr Bryant explained the work of the Internal Auditor compared with the work of the External Auditor and explained that in real terms the Internal Auditor undertook the majority of the work. Cllr Bryant proposed an annual fixed fee of £120.00 and to continue the mileage allowance as previously agreed at 44.8 per mile. This proposal was seconded by Cllr Chubb and agreed.

AGREED/ ACTION CLERK

ITEM 6 CONSIDER RESPONSE, IF RECEIVED, IN THE MATTER OF THE PARISH PLAN
The Clerk reported that no response had been received.

ITEM 7 CONSIDER INSURANCE RENEWAL PREMIUM AND SPECIFICATIONS (COPY TO CHAIRMAN FINANCE FOR PREVIEW) The Chairman agreed with the renewal premium and specifications.

ACTION/CLERK

ITEM 8 TO RECEIVE AND REVIEW MONTHLY BUDGET REPORTS AND APPROVE ANY EXPENDITURE Expenditure was approved for the Clerks Salary, Viking Direct and Inland Revenue (PAYE).

AGREED

ITEM 9 ANY LATE URGENT ITEMS There were no late urgent items.

There being no other business the meeting closed at 8.29pm

Signed (Chairman)2004