

**MINUTES OF THE CROSSWAYS PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE HELD IN THE SPORTS PAVILION, DICK O' TH' BANKS ROAD ON MONDAY 4<sup>TH</sup> JUNE 2007**

Present: Cllr Daniel Smy (Chairman Parish Council), Cllr Joyce Rhodes (Vice Chairman Parish Council), Cllr Valerie Bache (Chairman Amenities), Cllr Terrie Connor, Cllr Geoffrey Northcote, Cllr Caroline Round, Cllr (Mrs) Thelma Smith (Chairman Finance & Administration), Cllr Dave Smith (Chairman Planning) and Cllr Elaine Stenning.

Also Present: District Councillor Peter Read and District Councillor Teresa Seall and members of the public.

**GENERAL AGENDA**

**PUBLIC PARTICIPATION** None requested in the matter of Finance & Administration.

**ITEM 1 APOLOGIES FOR ABSENCE** Apologies for absence were made on behalf of Cllr Brewer.

**ITEM 2 DECLARATIONS OF INTEREST** There were no Declarations of Interest for this agenda.

**ITEM 3 DATE OF NEXT MEETING – TO BE CONFIRMED** The date of the next meeting would be confirmed following an agenda item at full council to consider changing meeting dates to allow for new Councillors with prior commitments

**FINANCE AND ADMINISTRATION COMMITTEE**

Chair: Cllr (Mrs) T Smith

**ITEM 1 MINUTES OF THE PREVIOUS MEETING** The Minutes of the previous meeting were accepted as a true record and duly signed.

**ITEM 2 MATTERS ARISING FROM THE MINUTES** No matters arising.

**ITEM 3 CHAIRMAN'S REPORT** The Chairman had nothing to report not already covered by the agenda.

**ITEM 4 UNDERTAKE ANNUAL RISK ASSESSMENT AS REQUIRED UNDER AUDIT AND ACCOUNTING REGULATIONS** It was agreed that a small committee would be formed to undertake a risk assessment. This committee will consist of Cllr Stenning, Cllr Smy, Cllr (Mrs) Smith and the Clerk

**ITEM 5 TO RECEIVE AND CONSIDER MONTHLY BUDGET REPORTS FOR THE AMENITIES AND FINANCIAL & ADMINISTRATION BUDGETS AND APPROVE EXPENDITURE TO INCLUDE BI-ANNUAL PAYMENT FOR INTERNAL AUDITOR** Cllr Smy read out the list of payments to be made. Expenditure was agreed

	Expenditure	Income
	£	£
VAT Refund		327.44
Clerk's Salary	813.20	
Training Councillors	175.00	
Expenses Clerk	67.20	
John Pierson Landscapes	558.12	
Fleet Line Markers	84.70	
S Manuel Grass Cutting	482.00	

Proposed Cllr Stenning, seconded Cllr Connor

AGREED

The budget report was distributed to Councillors. A copy is attached at Annex A to these minutes

**ITEM 6 ANY LATE URGENT ITEMS** There were no late items requested.

Signed ..... (Chairman) ..... 2007