

**MINUTES OF THE CROSSWAYS PARISH COUNCIL FINANCE AND ADMINISTRATION COMMITTEE  
HELD IN THE SPORTS PAVILION DICK O' TH' BANKS ROAD AT 7PM ON  
MONDAY 7<sup>th</sup> NOVEMBER 2005**

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

**GENERAL AGENDA**

Chair: Cllr Russell

**PUBLIC PARTICIPATION** There was no public participation relating to financial and administration issues.

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

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

**ITEM 3 CONFIRM DATE OF NEXT MEETING** – 12<sup>th</sup> DECEMBER 2005 Confirmed.

**FINANCE AND ADMINISTRATION COMMITTEE**

Chair: Cllr A Brewer

**ITEM 1 MINUTES OF THE PREVIOUS MEETING (10TH October 2005)** The Minutes of the previous meeting were accepted as a true record and duly signed.

**ITEM 2 MATTERS ARISING FROM THE MINUTES** There were no matters arising.

**ITEM 3 CHAIRMAN'S REPORT** The Chairman had nothing to report.

**ITEM 4 TO RECEIVE AUDITOR'S REPORT FOR ACCOUNT YEAR END 2005** Councillors received a copy of the external auditors report and noted its comments. Copies of this report will be placed on notice boards. Cllr Brewer noted the comment regarding reserves and informed the Committee that these reserves are held for capital projects quoting the new community centre/village hall.

**ITEM 5 PRELIMINARY DISCUSSIONS PRECEPT SETTING 2006/2007** Councillors each received a copy of Cllr Stenning's recommendations for the Amenities Committee and Cllr Brewer gave his recommendations for the Finance and Administration budget. Figures were discussed and the final proposals are taken forward to the full council meeting in November at which the 2006/07 precept will be finalised.

ACTION/CLLR BREWER/CLERK

**ITEM 6 TO RECEIVE AND REVIEW MONTHLY BUDGET REPORTS AND APPROVE ANY EXPENDITURE** Expenditure was noted as below:

a. BDO Stoy Hayward (External Auditors)	£293.75
b. Councillors Expenses (Cllr Russell)	£ 30.00
c. Salary Clerk	£714.68
d. Inland Revenue (PAYE)	£174.30
e. Expenses Clerk (Home as Office)	£ 50.00

**ITEM 7 REVIEW PARISH COUNCIL'S RISK ASSESSMENT PROCEDURE** Deferred until after full council meeting on 24<sup>th</sup> November 2005.

**ITEM 8 ANY LATE URGENT ITEMS** None requested.

Signed ..... (Chairman) ..... 2005