

**MINUTES OF THE CROSSWAYS PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE HELD IN THE SPORTS PAVILION, DICK O' TH' BANKS ROAD, AT 7PM ON MONDAY 5<sup>TH</sup> SEPTEMBER 2005**

Present: Cllr A Brewer, Cllr J Chubb, Cllr E Stenning, Cllr R Peacocke, Cllr C Harriss, Cllr S Dullaway and Cllr R Round

Also Present: Cllr T Seall and members of the public.

**GENERAL AGENDA**

Chair: Cllr Brewer

**PUBLIC PARTICIPATION** There was no public participation for this Committee.

**ITEM 1 APOLOGIES FOR ABSENCE** Apologies were received from Cllr Russell, Cllr Manuel and Cllr Connor

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

**ITEM 3 CONFIRM DATE OF NEXT MEETING – 10<sup>TH</sup> OCTOBER 2005** Confirmed.

**THESE  
MINUTES**

**FINANCE AND ADMINISTRATION COMMITTEE**

Chair: Cllr A Brewer

**ITEM 1 MINUTES OF THE PREVIOUS MEETING (11<sup>TH</sup> JULY 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** Cllr Brewer had nothing to report not covered under the agenda.

**ITEM 4 CONSIDER DONATION TO VITALISE (WINGED FELLOWSHIP TRUST)** Not agreed.

**ITEM 5 CONSIDER PRODUCTION OF A CONTACT CARD – CLLR BREWER** Cllr Brewer outlined the proposals for a contact card. It was agreed that it would be beneficial but its size would restrict the information contained in it and therefore the information needs to be succinct. Councillors were asked to give this matter some thought. This item will be deferred until the next Finance & Administration Committee.

ACTION:

COUNCILLORS/CLERK

**ITEM 6 TO RECEIVE AND REVIEW MONTHLY BUDGET REPORTS AND APPROVE ANY EXPENDITURE.**

Councillors each received an up to date copy of the Finance & Administration budget/expenditure report. Items for approval under the Finance & Administration budget were approved as follows:

a. Petty Cash (Stationery, Postage, Photocopying and Litter Collector)	£189.82
b. Dorset Locksmith (Safe keys)	£ 30.00
c. Net Benefit (Web Site)	£292.58
d. DCC (CRB)	£ 46.00
e. Kingston Maurward (Accounting Training)	£155.00
f. Salary Clerk	£714.67
g. Inland Revenue (PAYE & NI)	£174.31
h. SLCC Conference	£295.00

**ARE  
UNOFFICIAL  
UNTIL  
SIGNED**

Proposed: Cllr Stenning, seconded Cllr Chubb

AGREED

**ITEM 7 ANY LATE URGENT ITEMS** There were no late urgent items requested.

Signed ..... (Chair) ..... 2005