

MINUTES OF THE CROSSWAYS PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE HELD ON WEDNESDAY 5TH SEPTEMBER 2007 IN THE SPORTS PAVILION DICK O' TH' BANKS ROAD

GENERAL AGENDA

PUBLIC PARTICIPATION There was no public participation requested for this committee.

ITEM 1 APOLOGIES FOR ABSENCE Apologies were received from Cllr Elaine Stenning and Cllr Caroline Round.

ITEM 2 DECLARATIONS OF INTEREST There were do declarations of interest for this committee.

ITEM 3 DATE OF NEXT MEETING – The date of the next meeting was confirmed as Wednesday 10th October 2007.

FINANCE AND ADMINISTRATION COMMITTEE

Chair: Cllr T Smith

ITEM 1 MINUTES OF THE PREVIOUS MEETING The Minutes of the previous meeting held on the 9th July 2007 Pages 156-157 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 Chair had nothing to report not already covered by the agenda.

ITEM 4 REVIEW INTERNAL AUDITOR PROCEDURES The Clerk requested that this item be referred until the next meeting, October.

ITEM 5 TO COMPLETE AND ACKNOWLEDGE REVISED REGISTRATION OF INTEREST FORMS

The Clerk reminded members that these forms had to be filled in regardless of any changes to members' interest.

Councillors were requested to bring their forms to the September full council meeting.

ACTION: COUNCILLORS (LESS CLLR BREWER AND CLLR ROUND)

ITEM 6 TO CONSIDER WDDC LETTER IN THE MATTER OF ALLOWANCES FOR TOWN AND PARISH COUNCILLORS It was noted that the previous Councillors, pre May 07, had agreed not to claim allowances. Cllr Brewer proposed no further action, seconded by Cllr Round and agreed.

AGREED

ITEM 7 CONSIDER CLERK'S ATTENDANCE AT THE SLCC (SOCIETY OF LOCAL COUNCIL CLERKS) NATIONAL CONFERENCE AT COVENTRY AT A COST OF £275.00 Proposed by Cllr Smy, seconded by Cllr Brewer, agreed.

AGREED

ITEM 8 CONSIDER ATTENDANCE OF COUNCILLOR(S) TO THE NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS CONFERENCE) AT BOURNEMOUTH 5 – 7 OCT AT A COST OF £248.06 (WEEKEND RATE) OR £95.96 (DAY RATE) No member expressed a wish to attend.

ITEM 9 CONSIDER REQUESTS FOR DONATION (£75.00) FROM MR ROY DEAN, ON BEHALF OF THE CHURCH, TOWARDS THE COST OF THE CHURCH FETE USE OF AND PARKING FACILITIES (SPORTS FIELD) Cllr Round proposed the Council make this donation, seconded by Cllr Smy. A vote was taken 8 for and 1 abstain (Cllr Bache). The Clerk was requested to ensure that proper marshalling of cars was undertaken to ensure the grassed area of the field is not damaged.

ACTION: CLERK

ITEM 10 TO RECEIVE AND CONSIDER MONTHLY BUDGET REPORTS FOR THE AMENITIES AND FINANCIAL & ADMINISTRATION BUDGETS AND APPROVE EXPENDITURE Income and expenditure was noted and agreed: Proposed Cllr Smy, seconded Cllr Brewer

	Income £	Expenditure £	Budget	
Blandchard Solicitors Conveyancing Sports Field		13.00	Amenities	
F C Bearman & Sons, repair Pavilion		25.00	Amenities	
Roman Glass, repair notice boards		103.25	Amenities	
Fireline Extinguishers – pavilion		119.88	Amenities	
Fleetline Markers – white lining field		165.00	Amenities	
Grass Cutting Contractor CPC and Agency		964.00	Amenities	
Cleaners Pavilion		70.00	Amenities	
Salary Clerk		811.91	Finance & Administration	
Donation Barry Crook	1000.00		Amenities	
Crossways FC rent	189.00		Amenities	AGREED

The budget figures up to 5th September were noted. A copy was given to each Councillor.

ITEM 11 ANY LATE URGENT ITEMS

- a. Cllr (Mrs) Smith advised the Council that the Clerk had reported the telephone/fax machine beyond economical repair. Members agreed to a spend up to £75.00 for a replacement.
- b. Cllr Smy advised members that Cllr Scard had requested training on the Code of Conduct. Cllr Smy stated that this will be arranged.
- c. Cllr Round thanked Cllr Brewer for his work in producing a document to aid Councillors informing of Council procedure etc. Cllr Round said she found the document very interesting.

There being no other business the meeting closed at 21.15

Signed (Chairman) 2007