

Shedfield Parish Council

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES OF THE FINANCE COMMITTEE MEETING 20 MAY 2008 at 7.30 AT THE PAVILION, SHEDFIELD

Present:

Parish Councillors: Roy Phillips, Sarah Keen, David Ogden, Alan Cox

Clerk: Yvonne Wheadon

Members of Public: None

07/08 - Roy Phillips was unanimously re elected as Chair

08/08 - Apologies for absence - Rosy Whiter

09/08 - Meeting adjourned for Public Participation. None

10/08 - The minutes of the Meeting on 11 February 2008 were recorded as a true and accurate copy then duly signed by the Chair. An update of items from those minutes is as follows:

- (i) It was noted that the Financial Risk Assessment should have been agreed at AGM - Clerk to ensure that a copy is kept with Financial Regulations and agreed at next AGM
- (ii) Contracts - Councillor David Ogden to check the contract for the Administrator.
- (iii) Website - Progress is being made and it was agreed that some input from each Committee will be added.

11/08 - The Audit has been held up due to Sickness. Roy Phillips asked that the Clerk to contact Hampshire ALC to make alternative arrangements before the end of the month.

12/08 - David Ogden proposed funds for the Capital Project be transferred as soon as possible.

13/08 - It was agreed the Clerk should open accounts for each of the Charities using the same signatories as the currently being used.

15/08 - Administration

- (i) Computers - It was agreed that a specification should be drawn up to be clear of the work to be carried out within an agreed limit.
- (ii) Copier - Clerk to compare costs and take to Full Council and enquire if compatible with new operating system.
- (iii) Insurance Renewal - David Ogden proposed to accept the proposal Roy Phillips seconded; all agreed to take advantage of the new lower priced insurance cover, for a three year term which will decrease provided no claims are made. The fidelity cover will be increased as recommended by Audit.
- (iv) Projector - Clerk to arrange a free Demonstration.

With no further business to be transacted the meeting closed at 21.40