

Shedfield Parish Council

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

MINUTES OF FINANCE AND ADMINISTRATION COMMITTEE MEETING 17 August 2009 at 7.30 AT THE PAVILION, SHEDFIELD

Present:

Parish Councillors: Alan Cox, Jess Bond, Rupert Irons, Malcolm Hogg

Clerk: Yvonne Wheadon

Members of Public: 3

14/09 - Election of Chair - Following receipt of Councillor Roy Phillips letter of resignation that was read by Chairman Alan Cox, who then proposed Councillor Jess Bond as Chair of Finance & Administration which was unanimously agreed and accepted.

15/09 - Declarations of interest - none

16/09 - Apologies for absence - Councillor David Ogden

17/09 - Minutes of Meetings held on 30 March, 6 April and 8 June duly signed by the Chair as a true record.

18/09 - Public participation - observation only

Meeting resumed

19/09 - Changes to Terms and Conditions of Community Accounts - Information received from the bank was circulated. Clerk to contact the bank to clarify the effects of these changes to the Council. ¹

20/09 - Cheque signatories - It was resolved that mandate changes for cheque signatories are: - Councillors Malcolm Hogg along with Jess Bond, Alan Cox and Ruth Wiffen.²

21/09 - Account balances were confirmed to the end of July. It was agreed that a quarterly budget review would give a better indication of the Council's financial status and will be taken into account when setting meeting dates for the future. ³

22/09 - Financial Regulations - A review of this document may be considered to enhance provision for the 2 Charities. This matter was deferred until enquiries are completed as to ownership of the land. ⁴

Actions

¹ Clerk to contact bank

² Clerk to ensure Mandate forms to bank

³ Clerk to provide quarterly comparisons for review

⁴ Details of relevant pages from Finance and Accountability to be distributed

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- 23/09 - Waltham Chase Project - Councillor Rupert Irons has produced a draft invitation to tender and was thanked for his input. Clerk to enquire if a preferred company listing is available and whether planning permission is required. The Committee agreed that Council were in a position to be able to support this project financially if efforts to obtain Open Space funding from Winchester were unsuccessful. The suitability of design will be discussed prior to consultation.⁵
- 24/09 - Goal Posts - The Committee decided that the Open Space Committee should determine if adequate funding was available from their budget for replacement 5-a-side Goal Posts⁶
- 25/09 - Meeting room Table and Chairs - It was agreed to defer the purchase pending advice from supplier - Clerk has arranged a meeting.⁷
- 26/09 - Projector Purchase - It was agreed that since the main use of a projector would be used by the Planning Committee and that a demonstration may prove useful as to its necessity.⁸
- 27/09 - In view of changed meeting dates an Extra Ordinary Meeting of Council will be called to consider precept final figure for 2010/11. Suggested date 7 December 2009

With no further business to be transacted the meeting closed at 21.30

Actions

⁵ Clerk to check re Preferred Company/Planning Permission for WC play area.

⁶ Open Space Agenda item - 5-a-side Goal Posts

⁷ Clerk meeting with Supplier for Tables/Chairs

⁸ Planning Agenda item - Projector