

Shedfield Parish Council

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

MINUTES OF FINANCE AND ADMINISTRATION COMMITTEE MEETING 8 JUNE 2009 at 7.30 AT THE PAVILION, SHEDFIELD

Present:

Parish Councillors: Roy Phillips, Alan Cox, Jess Bond, David Ogden, Rupert Irons, and
Malcolm Hogg

Clerk: Yvonne Wheadon

Members of Public: None

08/09 - Election of Chair - Alan Cox proposed Roy Phillips as Chair of Finance and Administration. This was unanimously agreed and accepted.

09/09 - Minutes of the Meeting of 30 March 2009 were not signed by the Chair. It was recommended these be presented at the next Full Council with the list of Section 137 expenditures together with the minutes of the meeting where the clerk's cost of living increase was considered.

10/09 - The clerk was reminded that any necessary paperwork relating to the minutes or the agenda could be posted if email was not appropriate.

11/09 - Internal Audit

- (i) The Auditor's report was circulated
- (ii) The Auditor approved the Annual Return and completed and signed section 3 as well as approving the Variances. This has now been sent to the External Auditors for review with notices being placed on boards.

12/09 - Charity Accounts

- (i) Details of the Auditors Independent Examination Report were circulated together with the year end Accounts.
- (ii) It was agreed that half of the budget allocated to each charity for maintenance will be paid as follows:

Shedfield Recreation Ground	£6145
Shirrell Heath Recreation Ground and Allotment Gardens	£3670
- (iii) The expenditure of these accounts will be monitored and reviewed prior to October when the second half of precept is received.
- (iv) It was resolved that advice and estimate of cost would be sought in relation to drawing up a Lease agreement for the office building and reported to Full Council for a decision.

13/09 - Administration

- (i) Insurance - The Annual Policy has been renewed with an amendment showing Shedfield Parish Council and the 2 charities named on the policy.
- (ii) Night safe facility - It was agreed that the current procedure was adequate.

*With no further business to be transacted the meeting closed at
21.15*

Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire. SO32 2JB

Telephone/Fax: 01329 830060

Mobile: 07918 623009

Email: shedfieldparish@btconnect.com

www.shedfieldparishcouncil.org.uk