

## **Shedfield Parish Council**

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

### **MINUTES OF FINANCE AND ADMINISTRATION COMMITTEE MEETING 26 October 2009 at 7.30 AT THE PAVILION, SHEDFIELD**

Present:

Parish Councillors: Jess Bond presiding, Alan Cox, Rupert Irons and David Ogden

Clerk: Yvonne Wheadon

Councillors also in attendance: Stuart Jones, Kevin Dye and Roy Skelding

28/09 - Apologies for absence – Councillor Malcolm Hogg

29/09 - Declarations of interest - none

30/09 - Minutes of Meetings held on duly signed by the Chair 17 August 2009 as a true record.

31/09 - Councillor David Ogden was appointed to this Committee

32/09 - Public participation - None

Meeting resumed

33/09 - Terms of reference – The document was presented to Committee and discussed at length; it was agreed to be used as a basis for the model copy and reviewed periodically. A question concerning Health and Safety was raised.

**Action: Councillor Alan Cox will investigate H&S situation.**

34/09 - The Committee recommended grants to be made under Section 137 for Full Council approval as per the attached list.

35/09 - An amount of £300 was suggested for the Citizens Advice Bureau under Section 142

36/09 - Banking – In view of compensation limit being £50,000 per entity should a bank become insolvent the Committee agreed that balances in any one bank should not exceed that amount and should be placed with another institution for safe keeping.

**Action: Councillor Jess Bond will investigate options and report back.**

37/09 - Council account balances were confirmed to end of September - Committee requested that Charity balances are also made available.

**Action: Clerk will produce Charity balances for F&A meetings**

38/09 - Budget for 2010/11 Council expenditure recommended for Full Council:-

Non domestic rates	£1000
Electricity	

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## **Shedfield Parish Council**

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Postage	£ 250
Clerks Mileage	£ 300
Councillors Expenses	£ 200
Stationery	£ 350
Photocopies	£ 200
Website	£1500
Software	£ 500
Books/publication	£ 200
Courses and Training	£ 500
Annual Subscriptions	£ 660
Annual Donations	£1000
Grants	£2000
Insurance	£4500
BT	£1200
Audit	£1600
Hall Hire	£ 100
Chairman's Allowance	£1000
Office equipment	£1500
Legal Expenses	£5000
Contingency	£2% of total precept

09/39 - Council land - It was agreed that records relating to the ownership and registration of land should be established and amendments made as necessary.

**Action: Clerk will continue researching the situation and obtaining documentary evidence of Parish Council ownership.**

09/40 - Councillor Jess Bond visited the bank to enquire what local facilities were available to Council. Assistance regarding mandates is available from a dedicated telephone number.

09/41 - It was agreed that this Committee would next meet in January, date to be confirmed.

*With no further business to be transacted the meeting closed at 10 pm*

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