

Shedfield Parish Council

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

MINUTES OF FINANCE AND ADMINISTRATION COMMITTEE MEETING 22 November 2010 at 7.30 pm at the PAVILION, SHEDFIELD

Present:

Parish Councillors: Jess Bond presiding, Alan Cox and Stuart Jones

Clerk: Yvonne Wheadon

No members of public

31/10 - Apologies for absence - Councillor Malcolm Hogg

32/10 - Declarations of interest - none

33/10 - Matter arising from previous minutes - none

34/10 - A summary of the cashbooks for Council and Charities circulated.

35/10 - Grants/Section 137 and Citizens Advice Bureau Section 142 - details to be presented to Council - Committee considered each case on its own merit.
Clerk to write to those requesting a donation of committee's recommendation.

36/10 - Committee budget proposals were agreed and will be presented to Full Council. Personnel and Procedures will decide the salary budget and a 2.5% contingency will be added to the total. It was agreed that the £5,000 budgeted at the Open Space Committee will be put with Council's capital reserve for replacement of play equipment at any site.

37/10 - Website - details for improvement were discussed, it was agreed to pay an annual amount of £60 for updating the publications page currently £15 per item and suggested utilising the facility for regular news reports.

38/10 - Internal Audit Review Checklist Part 1 - Meeting standards and Part 2 - Characteristics of Effectiveness were completed - no areas for development were noted. It was agreed that the current financial risk assessment was adequate.

With no further business to be transacted the meeting closed at 10.20 pm

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