

**Minutes of the Finance & Staffing Committee meeting held on Monday 19 May 2008 at 7.30pm in the Council Office**

**Present:** RT Summerfield (chair) AJ Campbell RH Chapman JE Coston SC Humphreys  
HM Smith

In attendance: B Jefferson The clerk

- 38/5-08 **1 Election of Chairman** – RTS was elected chairman.
- 39/5-08 **2 Apologies for absence** – RLE Waters.
- 40/5-08 **3 Declarations of Interest** – none.
- 41/5-08 **4 Minutes** – the minutes of the meeting of 21 January 2008 were approved and signed as a true record.
- 42/5-08 **5 Matters Arising** – none.
- 43/5-08 **6 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 31 March 2008. The 60-Day bank statement had not yet been received. As a result interest accrued in February and March would be included in 2008-09 accounts. The clerk would contact Scottish Widows again. *Action: the clerk*
- 44/5-08 **7 Review of Debtors and Creditors at 31 March 2008**  
Debtors amounted to £10,045.96 including VAT reclaim of £4,842.25. £1,500 bowls club to be paid back over 3 years at £500 per year.  
Creditor Wicksteed 31/03/2001 - £141 to be written off at year end. Four other long term creditors remained – to be written off at the appropriated time.
- 45/5-08 **8 Internal Auditor report**  
The internal auditor would complete his year end audit on 10 June so that the clerk could send off the Annual Return to the external auditor. Report would be received at next meeting.
- 46/5-08 **9 Notice of Audit**  
The audit date had been brought forward. The clerk had negotiated the 12 June as MPC's audit date. Noted that in 2009 the accounts would need to be finalised earlier as the audit date was due to be brought forward again.
- 47/5-08 **10 Community Minibus Report**  
RTS had reconciled the treasurer's and the clerk's figures. The account at year end stood at £6,987
- 48/5-08 **11 Review of Budget and Year End Actuals**  
Committee reviewed the budget.
- 49/5-08 **12 Recommendation that Council approve accounts 2007-08**  
Committee reviewed the accounts. Reserves amounted to £167,031. Capital projects fund stood at £126,000. [Min 250/5-07 had recommended that "The separate reserves in the Accounts described as Commuted Sums, Land Sale and Capital Projects Precept be merged into a single Capital Projects Fund" – agreed by Council min 273/6-07].

Noted that the external auditor had recommended that Council's fixed assets be put into box 9 of the Annual Return. As the 'recorded book value' was nil (fixed assets are not shown on the balance sheet) it was **AGREED** to continue to record 'NIL' in box 9 with a note on the "Statement of Accounts" explaining that the value of the fixed assets is shown on the Supporting Statement.

Amendments: typographical errors on copy of Annual Return corrected; Statement of Variation item 4 "salaries" changed to "costs"; I&E account "Receipts" to "Sundry receipts"; Supporting Statement page 2 "Annual rent payable" – the clerk to investigate whether these should be a peppercorn rent and to change as appropriate.

*Action: the clerk*

**AGREED**

to recommend that Council approve these accounts.

50/5-08 **13 Consultation with regard to appointing an Assistant Clerk whose role would include grant applications for MPC and MCC**

The clerk had indicated that he would retire in 2012 [possibly in 2011]. RHC felt it right to raise this at the F&S meeting before taking it to MCC.

**AGREED**

that JEC, RHC and the clerk would draw up a job description of a part-time assistant clerk in readiness for the October F&S meeting.

51/5-08 **14 Salary Scales 2008 and Staff Contracts**

**AGREED**

that Committee close the meeting to the public for this item owing to the confidential nature of the business

Spinal Column Points for 2008 were agreed.

Community Care Committee to review wardens' job descriptions, Maintenance Committee to review litter picker's job description and F&S Committee subsequently to draw up contracts.

The meeting ended at 8.50pm.

Chairman.....

Date.....