

Minutes of the Finance & Staffing Committee meeting held on Monday 26 April 2010 at 7.30pm in the Parish Council Office

Present: RT Summerfield (chair) AJ Campbell RH Chapman JE Coston HM Smith RLE Waters
The clerk

- 1 **Apologies for absence** – SC Humphreys.
- 2 **Declarations of interest** – none.
- 3 **Minutes** – the minutes of the meeting of 18 January 2010 were approved and signed as a true record.
- 4 **Matters Arising** – (F&S11/01-10) four staff appraisals had been completed. Noted that the assistant clerk was working on average 19-20 hours per week. RHC and the clerk to complete final appraisal.
Action: RHC and the clerk.
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 31 March 10.
- 6 **Review of Debtors and creditors at 31 March 2010** – reviewed and noted.
- 7 **Minibus Accounts** – income £4693 expenditure £2528 – bank balance £9251. A fund was being built up – the minibus committee were looking at replacing the vehicle in the medium term.
- 8 **Notice of audit**
 - Internal 19 May
 - External 1 June.
- 9 **Review of Budget and Year to Date Actuals**

INCOME – interest £2815 – above budget. Village Guide income £1480.
EXPENDITURE – stationery above budget – included costs of laser toners for both old and new colour printer; play well under budget (F&S9/01-10) – Maintenance committee to discuss possible replacement equipment eg concrete table tennis. Article in Village View suggested to find out what people wanted and if a volunteer could be found to investigate grant aid etc.
- 10 **Recommendation that Council approve accounts 2009/10**

Committee reviewed the Annual Return, Statement of Significant Variations, Balance Sheet, Income & Expenditure Account and Supporting Statement.
AGREED to recommend that Council approve the accounts as presented.
- 11 **To consider employing a cleaner**

RHC reported that MCC had agreed to ask their cleaners to clean the bowls pavilion once a week throughout the year. The clerk and A Gray would organise.
- 12 **Workstation self assessment**

A proposed form for a workstation self assessment was discussed. HMS agreed to act as ‘line manager’ for the clerk and the clerk as line manager for the assistant clerk.

The meeting ended at 8.35pm.

Chairman.....

Date.....