

Minutes of the Finance & Staffing Committee meeting held on Monday 26 July 2010 at 7.00pm in the Bowls Pavilion

Present: RT Summerfield (chair) RH Chapman JE Coston GA Covell SC Humphreys IF May HM Smith
In attendance R Day RJ Farrington (for item 10)
The clerk, assistant clerk and one member of the public

- 1 **Election of chairman** – RTS was elected chairman and welcomed the new members to the committee.
- 2 **Apologies for absence** – AJ Campbell RLE Waters.
- 3 **Declarations of interest** – none.
- 4 **Minutes** – the minutes of the meeting of 26 April 2010 were approved and signed as a true record.
- 5 **Matters Arising**
 - staff appraisal (F&S4/04-10) – not yet completed – one still to do.
 - audit (F&S8/04-10) – already reported to Council.
 - cleaner (F&S12/04-10) – unable to arrange at present. The clerk would organise for work to start in September.
 - workstation assessments (F&S13/04-10) – completed.
- 6 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 30 June 10.
- 7 **Review of Debtors and creditors at 30 June 2010** – reviewed and noted.
- 8 **Minibus Accounts** – three major expenses in the first quarter: Road Tax, MOT and insurance and low income. Bank balance £8446.
- 9 **Review of Budget and Year to Date Actuals**
 - INCOME – Community Care fees below budget. Number of clients had decreased but recently 5 new clients had joined the scheme.
 - EXPENDITURE – Community Care below budget. Community Care committee would review and report back. Grass cutting contract was fluid – although grass cutting was not needed at present more cuts would possibly be needed during the Autumn. Youth building figures noted.
- 10 **IT Policies**

AGREED at [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public for this item as personal employee issues were being discussed.

The meeting was closed to the public at 7.30pm.

Immediately after the confidential item the chairman closed the meeting at 8.25pm.

Signed.....

Date.....