

Minutes of the Finance & Administration Committee meeting held on Monday 18 October 2010 at 8.05pm in the Bowls Pavilion

Present: RT Summerfield (chair) JE Coston GA Covell SC Humphreys HM Smith RLE Waters
The clerk

- 1 **Apologies for absence** – AJ Campbell .
- 2 **Declarations of interest** – none.
- 3 **Minutes** – the minutes of the meeting of 24 August 2010 were approved and signed as a true record.
- 4 **Matters Arising**
- cleaner (F&A7/05/10) – a member of the MCC staff was due to start work at the bowls pavilion.
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 30 September 10.
- 6 **Review of Debtors and creditors at 30 September 2010** – reviewed and noted.
- 7 **Minibus Accounts** – bank balance £9168.
Progress towards new minibus to be reported to next minibus committee meeting 3 November.
- 8 **Review of Budget and Year to Date Actuals** - reviewed and deemed satisfactory.
- 9 **Review of Parish Council Policies:**
Standing Orders and Financial Regulations: it was AGREED that Council should use the present set of Standing Orders and include additions from NALC’s new Model Standing Orders 2010 where appropriate.
Committee therefore reviewed the Standing Orders. *Action: the clerk would draw up the revised Standing Orders as agreed.*

It was AGREED to adjourn the meeting to Tuesday 26 October at 7pm to discuss the remaining Policies:

General Policy; Use of photographs on the web; Equal Opportunities; Health & Safety; Code of Conduct; Complaints procedure; Freedom of Information; Committees and their terms of reference.

The chairman closed the meeting at 9.10pm.

Signed.....

Date.....

Minutes of the Re-convened Finance & Administration Committee meeting held on Monday 26 October 2010 at 7.00pm in the Bowls Pavilion

Present: RT Summerfield (chair) SC Humphreys RLE Waters - The clerk

- 1 **Apologies for absence** – AJ Campbell JE Coston GA Covell HM Smith.
- 2 **Review of Policies**
The following Policies were reviewed:
Standing Orders and Financial Regulations; General Policy (renamed ‘Aims’); Use of photographs on the web; Equal Opportunities (Staffing also to review); Health & Safety (Staffing also to review); Code of Conduct; Complaints procedure; Freedom of Information plus Committees and their terms of reference.
It was recommended that Council approve them at its meeting on 6 December 2010.

The meeting ended at 7.45pm.

Signed.....Date.....