

Minutes of the Finance & Administration Committee meeting held on Monday 31 October 2011 at 7.00pm in the Parish Council Office

Present: RT Summerfield (chair) M Hersom I Tyes
The clerk

- 1 **Apologies for absence** – JE Coston IF May HM Smith.
- 2 **Declarations of interest** – none.
- 3 **Minutes** - the minutes of the meeting of 18 July 2011 were approved and signed as a true record.
- 4 **Matters Arising**
Bank interest rates (F&A10/07-11 refers) – **AGREED to open a separate Cambridge Building Society “Easy Access Business Saver” Account for the S106 monies received.** *Action: the clerk*
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 30 September 2011.
- 6 **Review of Debtors and creditors** - one debtor still awaiting probate. One minibus invoice overdue. The clerk to investigate both. *Action: the clerk*
- 7 **Minibus Accounts** – 1st quarter ‘lopsided’ because of road tax and insurance. The figures ‘improve’ throughout the year.
- 8 **Review of Budget and year to date actuals** – the figures were reviewed as at 30 September 2011.
- 9 **Date of next meeting** - 23 January 2012 at 7pm

The meeting ended at 7.30pm.

Signed.....

Date.....