

Minutes of the Finance & Administration Committee meeting held on Monday 22 October 2012 at 8:00pm in the Bowls Pavilion

Present: RT Summerfield (chair) JE Coston M Hersom IF May I Tyes
The clerk

1. **Apologies for absence:** DJ Chamberlin, HM Smith.
2. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
None received.
 - c) **To grant any requests for dispensation as appropriate**
3. **Minutes:** the minutes of the meeting of 23 July 2012 were approved and signed as a true record.
4. **Matters Arising:** None
5. **Bank Reconciliation and Bank Statements:** These were reconciled as at 30 September 2012 with the exception of the Community Direct account. This account was reconciled to 30 September 2012 on 23rd October by RTS and the Clerk.
6. **Review of debtors and creditors at 30 September 2012:**
Clerk advised that all Community Care fees had now been received.
7. **Review of Budget and year to date actual:**
Noted that Admin was slightly over budget. This was due to retaining the services of the former clerk to act as a mentor for the current clerk until April 2013.
8. **Office computer equipment**
AGREED to add an extra £2000 to Office budget for 2013/14 to cover cost to replace computer equipment. (Proposed IFM, seconded IT)
9. **Correspondence**
Scottish Widows Bank – changes to terms and conditions from December 2012.
Santander – interest rates for fixed term bonds and instant access accounts when funds are not touched. Clerk noted the current interest rate for existing instant access deposit account (withdrawals allowed) is one of the best.
10. **Date of next meeting – tbc (either Monday 21st January or Monday 28th January). Clerk to check closing date for precept request to be sent to SCDC.** **Action: Clerk**

The meeting closed at 8:55pm

Signed.....

Date.....