

**Minutes of the Finance Committee meeting held on Monday 22<sup>nd</sup> May 2006 at 7.30pm in the Bowls Pavilion**

**Present:** RT Summerfield (chair) JE Coston PK Oldham HM Smith. RLE Waters  
The clerk

- 246/06     **1 Election of Chairman** – RTS was elected chairman.
- 2 Apologies for absence** – AJ Campbell.
- 247/06     **3 Minutes** – The minutes of the meeting of 23<sup>rd</sup> January 2006 were confirmed and signed as a true record.
- 248/06     **4 Matters Arising**  
(53/06)     Quickbooks – as the clerk was still having difficulty with Quickbooks he would continue to use Quicken.  
(56/06)     Insurance – the clerk had insured the seats at Pond Green, cemetery, Fen Road (by railway) and outside the Post Office (total of 5). He would find out cost of reducing Fidelity Guarantee to £170,000 (Cornhill and would increase office contents to £5,000 (through ACRE insurance).  
(56/06)     Risk assessment – minibus risk assessment still to be confirmed. *Action: the clerk*  
            Office risk assessment to be carried out.  
(61/06)     Grazing rights – PKO would investigate before July meeting. *Action: PKO*  
            Clerk's contract – in hand. (PKO)
- 249/06     **4 Bank Reconciliation and Bank Statements** – the chairman reconciled bank accounts as at 31<sup>st</sup> March 06. The clerk would check details of signatories of Community Direct Account (Youth account).
- 250/06     **5 Review of Debtors at year end** - £3033.89. Still outstanding: insurance claim £1515.07 and VAT reclaim £554.50.
- 251/06     **6 Minibus Accounts** - the clerk and the treasurer of the minibus committee had reconciled the accounts. Noted that the treasurer worked on a receipts and payments basis. Income for the year including final Countryside Agency grant £3,714 expenditure ££2,481.
- 252/06     **7 Notice of Audit** – audit scheduled for 31<sup>st</sup> July. The clerk would advertise audit in June. *Action: the clerk*
- 253/06     **8 Review of Budget and Year End Actuals** - Actual receipts £6,708 over budget (minibus hire and community care grants/fees above budget). Expenditure £354 under budget).
- 254/06     **9 Recommendation that Council approve Accounts 2005-06**  
**AGREED** to recommend that the accounts be approved by Council.  
To be circulated
- 255/06     **10 Electricity account**  
**AGREED** to approve transfer of electricity account for bowls pavilion site from MCC to MPC.

The meeting ended at 8.05pm.

Signed.....

Date.....