

**Minutes of the Finance & Staffing Committee meeting held on Friday 10 August at 7.00pm in the Council Office**

[Note: this meeting was convened as there was not a quorum present at the original meeting scheduled for 16 July].

**Present:** JE Coston (chair) AJ Campbell HM Smith RLE Waters  
The clerk

- 344/8-07    **1 Apologies for absence** - RT Summerfield.
- 2 Declarations of Interest** - none.
- 345/8-07    **3 Minutes** – the minutes of the meeting of 21 May 2007 were approved and signed as at true record.
- 4 Matters Arising** – none.
- 346/8-07    **5 Bank Reconciliation and Bank Statements** - previously done by RTS and confirmed.
- 347/8-07    **6 Review of Debtors and Creditors at 30 June 2007** – reviewed.  
Debtors outstanding at 30 June now cleared. Creditor from year 2000 to be written off at year end (see min 245/5-07).
- 348/8-07    **7 Minibus Report** – noted that the clerk and minibus treasurer were to meet to reconcile difference in income received.
- 349/8-07    **8 Year end Internal Audit report** - all items were satisfactory. The clerk had increased youth building (and equipment) insurance and reduced office equipment insurance as suggested by internal auditor. (Office equipment appeared to be over insured).
- 350/8-07    **9 Budget and Year-to-date Actuals** - these were reviewed.
- 351/8-07    **10 Clerk’s Contract** – the working party had agreed the clerk’s contract in February. Suggested amendments from NALC and SLCC had since been received. These had now been incorporated into the contract.  
**AGREED to recommend**  
                  that Council approve this contract dated August 2007.
- 352/8-07    **11 Any other business**  
Aerial Photographs  
**AGREED**  
                  to purchase CD of aerial photos of Milton at £75 using the history/ millennium fund. A charge would be made if others wished to buy copies of the photographs.  
  
Lloyds Bank online banking – the clerk had informed Lloyds that he was not a signatory to the account. As a result the online banking, which the clerk used merely to transfer money between accounts (current and minibus) and to pay HMRC quarterly had been suspended. As the clerk was not allowed to apply for online banking it was  
**AGREED**  
                  that the chairman apply to register for online banking on behalf of Council.
- 353/8-07    **12 Youth Building Staffing**  
As a general principle all staff should be CRB checked. HMS as CRB co-ordinator would arrange these checks.  
The chairman and clerk had expressed concerns about lone working at the youth building. Sensible precautions should be taken ie doors to be locked and if necessary “clocking in” and “clocking out” system via telephone to the clerk could be used. Committee were satisfied that this was adequate.

The meeting ended at 7.35pm.

Chairman.....

Date.....