

**Minutes of the Finance & Staffing Committee meeting held on Monday 15 October at 7.30pm in the Council Office**

- Present:** RT Summerfield (chair) JE Coston HM Smith  
The clerk
- 436/10-07 **1 Apologies for absence** – RLE Waters.
- 2 Declarations of Interest** – none.
- 437/10-07 **3 Minutes** – the minutes of the meeting of 10 August 2007 were approved and signed as a true record.
- 4 Matters Arising**
- 438/10-07 (352/807) Lloyds Online – confirmation of minute 406/10-07 that Lloyds were awaiting procedural clarification from their internet department as to whether Council can go ahead with online banking.
- 439/10-07 (353/8-07) Youth staffing - CRB check for E Smith received. G Covell's CRB check not yet received.
- 440/10-07 **5 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 30 September 2007.  
Committee discussed whether the Co-op bank account should be closed. This account was used for youth items ie banking of tuck money.  
*[Note: Lloyds Bank has recently added charges and interest to our current account. Richard and I feel, therefore, that we should leave the Co-op bank account open as the Co-op does not levy bank charges. If we then find that it is costing us money to bank with Lloyds we can transfer our funds to the Co-op bank – 16/10/07].*  
HMS reported that the youth committee had agreed to provide Jackson, youth leader with a float of £50 per month for incidental purchases ie bread, pizzas. As each member of the youth club paid 50 pence per session it was felt that there should be sufficient funds without the need for an extra £50.  
HMS would investigate. **Action: HMS**  
If additional money was needed it could be taken from the youth budget.
- 441/10-07 **6 Review of Debtors and Creditors at 30 September 2007**  
Debtors amounted to £118.30 (minibus) and £1080.19 (interest – since received).
- 442/10-07 (348/8-07) **7 Minibus Report**  
The clerk and the minibus treasurer were due to meet on 17 October to reconcile their figures (this being the first date that they had been able to arrange a meeting).
- 443/10-07 **8 Review of Budget and Year-to-date Actuals**  
Committee reviewed the budget to date.
- 444/10-07 **9 Any other business** – JEC, RJF, J Gray and the clerk were due to meet the prospective youth centre supervisor and assistant on Tuesday 16 October.
- 445/10-07 (424/10-07) **10 Appointment of an Assistant Clerk**  
The clerk, upon reflection, felt that he would like this to be put in abeyance. It was agreed that if in future an assistant were to be appointed (s)he should have a specific area of responsibility eg planning, finance.

The meeting ended at 8.15pm.

Chairman.....

Date.....