

**Minutes of the Finance Committee meeting held on 19 January 2004 in Milton Community Centre at 7.30pm**

**Present:** RT Summerfield (chair) EH Baker JE Coston PK Oldham HM Smith RLE Waters  
In attendance: R Day M Ellwood RJ Farrington B Jefferson  
The clerk

**1 Apologies for absence - none**

34/04 **2 Minutes** of the meeting of 13 October 03 were confirmed and signed as a true record.

35/04 **3 Matters arising**

(461/03) Youth Club Accounts (to 31/12/03) – these had been received and circulated.  
Stakeholders Pension – Mr G Storey was arranging this. (Lloyds Bank were unable to provide the service).

36/04 **4 Bank Reconciliation and Bank Statements**

The chairman reconciled the bank accounts as at 31/12/03.

37/04 **5 Review of Debtors**

Debtors amounted to £1028.24. The clerk expected to receive the £120 still outstanding from the County Council.

38/04 **6 Risk Management and Review of Insurances**

The Local Councils' Governance and Accountability Guidance page 35 – 38 and the Society of Local Council Clerks Risk Management Advice Note AG8/2003 had been circulated.

Committee went through the documents and were satisfied that all areas of risk had been identified and that appropriate controls were in place.

Two particular areas of concern were highlighted:

Cover for Community Care Warden. Council had appointed a relief/deputy. The Community Care Committee would consider other risks associated with dealing with vulnerable people.

Cover for clerk. In the event of the clerk being unable to continue working the Chairman and Vice Chairman would cover in the short term.

Computer passwords to be given to the Chairman. **Action: the clerk**

Play equipment: ME reported that Wicksteed complete an annual inspection. Committee's Policy was as follows: items considered high risk were dealt with immediately; medium risk in the following financial year and long term risk monitored. Monthly inspections were carried out by committee members and reports sent to the clerk. In addition RCT Adams conducted a weekly visual inspection and ME also inspected the play areas.

The Minibus Committee had considered risks associated with the use of the minibus.

The insurance schedule was reviewed.

The assets register was reviewed.

Risks at the cemetery eg open grave left unattended – the clerk would confirm that each undertaker has sufficient insurance protection at the appropriate time.

The clerk would complete the Risk Assessment Form and Management (SLCC Advice Note AG8/2003). **Action: the clerk**

39/04 **7 Community Minibus Report**

R Pain treasurer Minibus Committee attended. RP agreed to supply to Finance Committee a quarterly report of actual expenditure and income against the budget. The minibus had not generated as much income as budgeted – Committee were charging 50 pence per mile for first 50 miles not 70 pence as originally proposed. Maintenance costs were below the forecast.

Although income would not cover expenditure during the first year RP expected it to do so in 2004-05.

He would try to promote the minibus again in the Spring.

Thanks to RP for attending.

40/04

**8 Review of Budget and Year to Date Actuals**

Committee reviewed the budget against actuals.

41/04

**9 2003/04 Projected Expenditure**

Main variances: underspend on play and youth. Noted that £500 would be spent on youth building repairs and reclaimed by MCC. The Play Committee would provide rubberised surfaces at the same time as the purchase of new play equipment. (This was not anticipated to happen in 2004-05).

42/04

**10 New Projects****AGREED**

to proceed with the installation of a new street light behind 130 The Rowans - using the crime budget for 2003-04 plus £40. SCDC and CCC each to provide 25% of the cost.

*Action: JEC and the clerk*

New Ramp for Skate Park

**AGREED**

to contribute approximately £800 from the play budget 2003-04 towards a new "fly-off ramp".

Noted that a resident had offered £500 towards the cost.

*Action: HMS*

Purchase of Land –Council was reminded that it was committed to purchase land for junior football pitches.

Cycle Bridge Opening – contingency to be used for any expense at the bridge opening ceremony.

43/04

**11 Expenditure Review 2004/05**

Grant request from MCC remained at £22,000.

Community Care would be reviewed in April.

The LEA intended to administer the youth club along the same lines as IVC. Youth requirements would therefore stay the same. Noted that the youth budget for 2003-04 had not been completely spent as the committee chose the deliberate policy of consolidation to provide a quality service. It was considered more beneficial to run the youth club for 3 evenings per week with 4 workers per evening rather than run for 4 evenings with fewer staff. In addition £1000 had been set aside for the summer scheme. Most of this expenditure, however, was met by grant aid.

It was decided not to budget for a replacement youth building. If necessary money could be taken from reserves or a loan could be taken out.

44/04

**12 Precept 2004/05**

Forecast expenditure for 2004-05 £94,986

Forecast income for 2004-05 £12,490

Shortfall £82,496

**AGREED** (by 5 votes to 1)

to recommend that Council precept for **£80,000** for the year 2004-05.

This would cost the Band D household £48.46 an increase of approximately £5 for the year).

The meeting ended at 9.30pm.

Signed.....Chairman.....Date