

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD  
ON 13th JUNE 2006 AT 10.00 a.m.  
AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr C Alford (Chairman)  
Cllr Mr A Barnett  
Cllr Mr J Gaywood (*arrived at 10.04*)  
Cllr Mr M Harris  
Cllr Mr B Ramsay

In attendance: Mrs H Gilder (Assistant Clerk)  
2 members of the public

**1. Apologies**

Apologies for absence had been received from Cllr Mr L Abraham

**2. Election of Chairman**

RESOLVED: That, Cllr Mr C Alford be elected Chairman of the Finance and General Purposes Committee until the Annual Meeting of the Council in May 2007.

**3. Election of Vice Chairman**

RESOLVED: That, Cllr Mr B Ramsay be elected Vice Chairman of the Finance and General Purposes Committee until the Annual Meeting of the Council in May 2007.

*Cllr Mr J Gaywood arrived at the meeting at 10.04 a.m.*

**4. Declarations of Interest**

There were no declarations of interest.

**5. Minutes of the Previous Meeting**

RESOLVED: That, the minutes of the Finance and General Purposes Committee held on 3rd May 2006 be approved and signed as a correct record.

**6. Review Terms of Reference**

The Committee reviewed its Terms of Reference and was satisfied that it could operate satisfactorily under the Terms of Reference as approved by the Council at its Annual Meeting held on 8th May 2006.

RESOLVED: That, the Terms of Reference, as set out in appendix 1 attached to these minutes, be noted.

**7. Internal Audit 2005/06**

a) The Committee examined the internal audit summary report for the audit year 2005/06 and noted that no further action was required.

RESOLVED: That, the internal audit report be noted.

b) The Committee examined Section 4 of the annual internal audit report for the year ended 31st March 2006.

RESOLVED: That Section 4 of the annual internal audit report for the year ended 31st March 2006, be noted.

#### **8. Income and Expenditure**

The Committee examined a report setting out a summary of the Council's receipts and payments from 1st April 2006 – 7th June 2006 and the Council's net financial position as at the 7th June 2006.

The Committee noted that the actual payments relating to Rectory Meadow already exceeded that of the budgeted figure. Cllr Barnett reported that this could be due to the fact that payments made for some of the works carried out were made against grants received for that work during the last financial year.

RESOLVED: That a) the report be noted and b) at the next meeting, the Clerk be requested to provide the Committee with a breakdown of amounts spent and received relating to Rectory Meadow for the financial year 2005/06 and the current financial year so far.

#### **9. Land to the north of Rectory Meadow**

At the last meeting of the Finance and General Purposes Committee, the Committee considered a letter from solicitors acting on behalf of the owner of land located immediately to the north of Rectory Meadow, (on land previously occupied by the Old Rectory), offering to transfer part of his land holding to the Parish Council. The landowner had sought clarification on a number of issues, one of which was whether the Parish Council would be willing to bear the cost of erecting an appropriate style of fence to divide the two boundaries and prevent access onto the land retained by the landowner.

The Clerk was authorised to establish what type of fencing would be acceptable to the landowner but so far no further information had been provided.

#### **10. Donations**

The Committee considered a request from the Open Spaces Society for a donation to their appeal for removing path-paraphernalia.

It was noted that the Council made an annual donation towards the work of the Society.

RECOMMENDED: That, the Council do not make a donation in relation to the appeal.

#### **11. Charter88 – Campaign for a modern and fair democracy**

The Committee considered a letter received from Charter88 requesting support for their campaign against community decline.

RESOLVED: That, the letter received from Charter88 be noted.

**12. Local Authority Byelaws in England: A Discussion Paper**

The Committee considered the Local Authority Byelaws in England: A Discussion Paper

RESOLVED: That the discussion paper entitled ' Local Authority Byelaws in England, be noted.

**13. Date of the next meeting**

To be confirmed.

The meeting closed at 10.29a.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

## **APPENDIX 1**

### **Finance and General Purposes Committee**

#### **Terms of Reference**

1. To make recommendations to the Council on the Budget for the ensuing year; such budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance in accordance with Best Value guidelines, where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the quarterly audit of the Council's accounts and statutory annual audit, including the appointment of internal auditor.
6. To approve the Annual Statement of Accounts and submit them to Council for adoption.
7. To undertake the regular review of the Council's banking arrangements and investments.
8. To review the administrative functions of the Council and make recommendations as appropriate to the Council.
9. To review donations to outside organisations.
10. To review the Clerk's and the Assistant Clerk's terms and conditions of employment.
11. To review the Council's office accommodation.
12. To deal with any matters which do not fall within the Terms of Reference of any other Committee.

As approved by Council on 14th July 2003 and re confirmed by Council at its Annual Meeting on 10th May 2004 and as amended by Council on 14<sup>th</sup> June 2004 and re confirmed by Council at its Annual Meeting on 8th May 2006.