

**Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 13 July 2010**

**Present:** Cllr. P Haward - Chairman

Cllrs	A Holland	P Martin	A Perry
	P Holland	S Parkin	E Waterman

Officers in attendance: Katrina Blee (Parish Clerk) and Sheila Bird (Assistant Clerk)

**PUBLIC DISCUSSION PERIOD**

**There were no members of the public present.**

**10/96 Apologies for Absence**

No apologies for absence were received.

**10/97 Revised Terms of Reference – APPENDIX 1**

Draft revised terms of reference to be considered by Full Council on 27 July 2010 were noted.

**10/98 Declarations of Interest**

There were no declarations of interest.

**10/99 Minutes**

The minutes of the Finance & Administration Committee held on 2 June 2010 were approved.

*Nem Con.*

**10/100 Accounts for Payment**

The following accounts were authorised for payment:

3506	Mrs C Gamble - reimburse for postage and cemetery expenses	86.68
3507	Redlynch Leisure - playground repairs	440.63
3508	DAPTC - employment seminar	25.00
3509	Mrs K Blee - reimburse for conference expenses	15.78
3510	EDDC - recycling supplies	161.50
3511	Ferndown Fencing - materials	131.02
3512	Dorset Probation Board - May community payback	35.25
3514	Bournemouth White Lining - car park marking at Rec	728.50
3515	CMVH - meeting room hire	243.00

3516	DAPTC - Code of Conduct roadshow	5.00
3517	Mrs K Blee - reimburse for Groundsman's mobile top up	20.00
3518	HMRC PAYE/NIC - Month 4	1626.76
3519	DCC - Month 4 Superannuation	1907.35
3520	Borough of Poole - grounds maintenance	3593.59
3521	M B Wilkes - gravel	22.72
3522	Tower Supplies	70.34
Autopay	Month 4 Wages	5461.15
dd 05.07.10	Arval - fuel	57.11
dd 12.07.10	PWLB	707.04
dd 24.07.10	S Electric - office	50.00
dd 24.07.10	S Electric - cemetery	3.00
	<b>TOTAL</b>	<b>15391.42</b>

**10/101 Budget Monitoring Report q/e 30.06.10 – APPENDIX 2**

The budget monitoring report was noted.

*Nem Con*

**10/102 Annual Review of Financial Regulations – APPENDIX 3**

The financial regulations were received and noted.

*Nem Con*

**10/103 The effectiveness of the Internal Audit – APPENDIX 4**

The review report was considered and it was recommended that this go forward to approval by Full Council.

*Nem Con*

**10/104 Annual Risk Assessment Exercise – APPENDIX 5**

The risk assessment tables were fully considered and confirmed. It was noted that outsourcing of HR and H&S Services is to be considered later in the meeting.

*Nem Con*

**10/105 CONFIDENTIAL ITEM: Purchase of Employment Law, HR and Health & Safety Services**

A confidential minute was passed.

**10/106 CONFIDENTIAL ITEM: Purchase of software for asset management and burial administration**

A confidential minute was passed.

**10/107 2010-11 Capital Programme – APPENDIX 6**

Members received and noted an update to the 2010-11 capital programme.

*Nem Con*

**10/108 Grants Criteria**

The criteria for deciding eligibility for grants in Corfe Mullen was reviewed and it was decided to amend 5d to specify Corfe Mullen community and 5e to specify inhabitants of Corfe Mullen.

*Nem Con*

**10/109 Items of Information and Matters for forthcoming Agendas**

It was agreed that at the October meeting there should be a discussion about the budget strategy in the light of the guidance from government regarding the Council Tax freeze and whether it will be necessary to make any cuts.

**10/110 Date and time of the next meeting**

The date and time of the next meeting was confirmed as Tuesday 12 October 2010 at 7.45 pm (*time subject to change*).