

BLEADON PARISH COUNCIL

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Clerk to the Parish
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Office Hours 10.00 am – 1.00 pm Monday to Friday



A meeting of the **Finance Committee** of **Bleadon Parish Council** was held in the **Coronation Hall Coronation Road Bleadon** on **Monday 13th December 2010** which commenced at **6.30 pm** when the following business was transacted.

PRESENT Councillors P J Skelley (Chairman) Messrs Clive Morris Brian Gamble Keith Pyke and the clerk Mr B Poole.

“Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race gender age sexual orientation marital status and any disability) Crime & Disorder Health & Safety and Human Rights”

Resolved that under section 100A (4) of The Local Government Act 1972 the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

23.1 To receive any apologies for non attendance

None

23.2 To receive any declarations of interest

None

23.3 To receive the approved minutes of the meeting held on Monday 8th March 2010

Received

23.4 To note the contractual increase in the Clerk’s Salary for the satisfactory completion of the BA (Hons) Degree (Local Policy) September 2010

Noted

23.5 To carry out a preliminary revue of the Budget in order to recommend to the full Council the 2011/12 Precept

A preliminary revue was carried out of the Budget a copy of which is attached to these minutes for circulation only.

The Internal Auditor’s action list was also examined whereupon it was noted that the following actions had subsequently been carried out

1. A periodic check between salary amounts in the accounts and the payroll records should be carried out. The overpayment should be corrected at the first opportunity. **Actioned**
6. The VAT was overlooked and net amount paid to SLCC. **Actioned**
7. At the appropriate time the Finance Committee should progress the work on the proposed formal constitution and record of key risks. **In Progress**
8. "Risk Management is not just about financial management. It is about ensuring the achievement of objectives set by the council to set high quality public services" **Noted**
10. The council should consider the suitability of deposit holding instructions from to time. **Actioned**
15. In view of the simple nature of the payroll the council could use the free CD-ROM software provided by H M Revenue & Customs. **Recommendation not actioned**
22. Ledgers should be periodically reviewed for credit balances to ensure that they are valid or indicate that corrective action is required. **Actioned**

23.6

Other matters referred to the Clerk

(1) Alternative arrangements when the Village Ranger is on extended leave

Resolved that the discussed arrangements would be recommended to the full council meeting