

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

**HELD ON 8 JANUARY 2009 AT 11 BURROWS CLOSE**

<b>Present</b>	Cllrs D.J. Baker (Chairman) M.A.Morley Mrs M. Seymour Clerk M.S.Green
<b>Apologies</b>	Cllrs, M.J.Bayley, M.J.Raszpla
<b>Appointment of Chairman</b>	Cllr Baker was elected as Chairman in the absence of Cllr Raszpla.
<b>1. Check of Accounts</b>	The Clerk reported that Cllr Raszpla had carried out all the necessary checks and that he would be able to confirm at the next Council meeting that the account was in good order.
<b>2. Summary of Accounts as at 31 Dec 08</b>	The Summary was reviewed, amended and agreed as attached..
<b>3. Expenditure &amp; Income table</b>	The Table was reviewed, amended and agreed as attached..
<b>4. Parish Council Office finance</b>	It was noted that an apparently encouraging response from the planners had been received and that a site meeting with the Listed Building Officer was being arranged. The SLB Fixed Rate Bond a/c, with £33,354 capital, matures on 20 Mar 09 and we will then need to decide on re-investment in the light of when the capital will be needed for building the new office.
<b>5. Repayment of Capital a/c by Current a/c</b>	A further repayment by the Current a/c to the Capital a/c in the current year, covering four more items totalling £4,589, was agreed.
<b>6. KG allotment rents</b>	It was noted that these rents had stayed at £10 per plot for some 25 years and that increased costs required an increase. It is recommended that they should be £20 from 1 Apr 09.
<b>7. Precept for 2009/10</b>	A precept of £46,800, the same as for this current year, is recommended. This will give an estimated balance of some £7,300 at the end of 2009/10, which is more than usual, but advisable with the prospect of building the new office.
<b>8. Appointment of Internal Auditor</b>	The appointment of Mr Harold Porter is recommended. The Annual Return has to be approved by him ready for confirmation at the May Council meeting.
<b>9. Review internal audit procedure</b>	The procedure requires a quarterly meeting of the Clerk and the Chairman of F&GP to check the reconciliation of the Ledger Book entries with bank statements and make random checks of payment and income vouchers. No changes are proposed.