

**ALLHALLOWS PARISH COUNCIL****FINANCE COMMITTEE****MINUTES OF THE MEETING HELD ON MONDAY 27 JUNE 2011 AT THE BRIMP, AVERY WAY, ALLHALLOWS AT 8 pm**

**PRESENT:** Cllr Mark Skudder Chairman  
 Cllr John Lambourne  
 Cllr Alan Marsh  
 Cllr Mrs Noleen Skudder

Mrs Roxana Brammer Acting Clerk

In attendance 1 member of the public

**Item no** *Action point*

**1 ELECTION OF COMMITTEE CHAIRMAN**

It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed Cllr Skudder be chairman for the year.

**2 APOLOGIES**

All present.

**3 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER**

None.

**4 MINUTES OF LAST MEETING**

The minutes of the last meeting were unavailable.

**5 TERMS OF REFERENCE**

The Terms of Reference dated 3 November 2003 were reviewed. It was agreed that the reference to personnel matters be removed as there was now a Personnel Committee. Budget monitoring should be added to the remit. It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the revised terms of reference be recommended to the full Council for adoption.

**6 ALLHALLOWS' LIFE**

**a Printing Costs**

Cousins Print & Design Ltd had quoted £42 for the extra 100 copies required by St Mary Hoo Parish Council. Cllr Mrs Forrest was obtaining other quotations for a 12 page monthly magazine.

**b Delivery**

Cllr Skudder reported that Ann Parker had volunteered to deliver the magazine to all areas except the chalets for £5 each time. He had thought this was not enough and the next issue would be delivered by Mrs Parker at Cllr Skudder's personal expense for

£10. It was agreed the Committee recommend to full Council that Mrs Parker's offer to volunteer be accepted and she be given £10 expenses each time. Mrs Colyer would continue to deliver to the chalets, unless another volunteer came forward.

**c Advertising Fees**

It was agreed to defer the review of advertising fees until the next meeting and receipt of more information.

**7 CARETAKING**

The rotas and rôles of the caretaker and relief caretaker were discussed. Cllr Skudder would investigate and put a proposal to the next meeting, following which the Personnel Committee would consider the implementation. A recommendation would then be put to full Council.

**8 REVIEW OF CHARGES**

A review of charges (allotments, leases and advertising) was deferred until the next meeting and receipt of information.

**9 BUDGET 2011/12**

The budget for 2011/12 was reviewed and certain figures amended. This would be recommended to full Council for adoption.

**10 CROSS PARK**

Cllr Skudder said he had received a copy of the Cross Park Association's accounts. He would speak to them about the car park and asbestos survey.

**11 LITTER BINS**

Purchase of 2 litter bins had been agreed in principle and the matter deferred to the Finance Committee to obtain quotations and select. It was agreed Cllr Mrs Skudder would source a suitable bin which the Clerk would order. Colyn Property Services had quoted approximately £100 to receive delivery, store and install each bin and this was accepted.

*NS  
RB*

**12 ANY OTHER BUSINESS**

**a Noticeboards**

Cllr Mrs Skudder asked that the matter of the noticeboards be placed on the agenda for the next meeting of the Council.

The Chairman closed the meeting at 9.15 pm.

Signed .....Chairman

On the .....day of .....2011