

ALLHALLOWS PARISH COUNCIL**FINANCE COMMITTEE****MINUTES OF THE MEETING HELD ON MONDAY 31 OCTOBER 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 Cllr Mrs Yvonne Forrest
 5 members of the public

Item no *Action point*

1 APOLOGIES

All present.

2 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER

None.

3 MINUTES OF LAST MEETING

It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the minutes of the meeting held on 31 August 2011 be signed as a true record.

4 MATTERS ARISING

No matters were raised.

5 BUDGET MONITORING 2011/12

A spreadsheet showing the adopted revised budget for 2011/12 and expenditure to 31 October was tabled. Cllr Skudder asked committee members to scrutinise this before the next meeting of the Committee. The Acting Clerk was asked to prepare a draft budget based on this information for the next meeting.

6 REVIEW OF CHARGES

a Allotments

Cllr Skudder said that the rents had been paid but there was a lack of information concerning the rates. He would remind Mr Wallace about providing information about the allotments and would also ask what rates were charged for the Stoke allotments. The Acting Clerk said that both High Halstow and Frindsbury Extra charged £15 a plot and she thought Medway Council charged more, in the region of £45.

b Advertisements in Allhallows Life

Cllr Mrs Skudder said that advertisement rates could be structured for every issue for a

year (11 issues), for alternate issues for a year (6 issues) or singly. The rate was currently £15 per quarter page, £30 per half page and £60 per full page, times 6 issues per year. Although the magazine was now produced monthly she felt in fairness to the existing advertisers the current annual rates (6 issues) should apply until 1 April and this was agreed. After discussion it was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the rates remain at £15 per quarter page and pro rata according to size and that the yearly rates would be £150 for 11 issues, £90 for alternate issues (6), also pro rata according to size.

7 REVIEW OF COSTS

a NALC Salary Scales

The Acting Clerk said that there had been no cost of living award to the NALC salary scales and that the current rates were those in place from 1 April 2009. It was not known whether these would be increased but when setting the draft budget committee members should be aware that there might be an increase and that inflation was currently about 5%. Any award would be made retrospectively and would have to be backdated to 1 April 2012.

b Printing and Distribution of Allhallows' Life

Cllr Mrs Skudder had scrutinised the three quotations obtained by Cllr Mrs Forrest. The most reasonable one was £231 per 12pp issue for 950 copies, with the extra 100 for St Mary Hoo Parish Council an additional £33. This was for one delivery address. The current printers delivered to one address in Allhallows and a second in St Mary Hoo. So far they had not been offered the opportunity to re-quote. It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed that they be asked to re-quote. A decision would be made at the next full Parish Council meeting.

8 BUDGET 2012/13

Deferred to the next meeting of the Committee.

9 GOVERNANCE REVIEW

It was agreed to set up a working party of Cllrs Marsh and Mrs Skudder and the Acting Clerk to review items a – d and f and to report back to the next meeting of the Committee.

a Standing Orders

b Financial Regulations

c Asset Register

d Freedom of Information Act Publication Scheme

e Terms of Reference of Finance, Planning and Personnel Committees

Currently membership of these committees was the Chairman and Vice-chairman *ex officio*, plus two other councillors. Although the *ex officio* members had full voting rights, they did not have to attend and if they did not, the meetings would be inquorate. Cllr Marsh proposed that the Finance Committee recommend that membership of these committees be increased to 3 councillors. This was seconded by Cllr Lambourne and agreed.

f Recommendations of Internal Auditor not covered by items a- e above

10 DISCONNECTION OF TELEPHONE LINE

The Acting Clerk said she had written to British Telecom. It was understood from Mrs Draper that she had also had great difficulty in effecting disconnection and believed it should by now be disconnected, but had not tried the line to see if it was still active.

11 KALC FINANCE TRAINING

The Acting Clerk had been told that KALC were proposing to hold more finance training and she would let Cllrs Skudder and Marsh know any new dates.

12 ANY OTHER BUSINESS

a “No Ball Games” Sign

The Acting Clerk was asked to place the item on the agenda for the next meeting.

b Missing Cheque

Cllr Skudder had received a telephone call from Barclays Bank. They had lost internally cheque number 103033. The Acting Clerk was asked to contact the bank and speak to them about it.

13 DATE AND VENUE OF NEXT MEETING

Wednesday 23 November at 7.30 pm in the Village Hall.

The Chairman closed the meeting at 9.10 pm.

SignedChairman

On theday of2011