

GALLEYWOOD PARISH COUNCIL

REPORT OF THE FINANCE COMMITTEE

The Finance Committee met at the Keene Hall, Galleywood on
Thursday 21 September 2006 at 7.00 pm

PRESENT Cllr C Dicks (Chairman) with Cllrs B Cooper, R Harman,
D Stevenson and J Turkentine

**MEMBERS OF
THE PUBLIC** None

1. **APOLOGIES FOR ABSENCE**

It was agreed that Apologies would be removed from the header and only appear once in the Minutes. Apologies were received from Cllrs Mrs Potter due to annual leave and Rounce for personal reasons.

2. **MINUTES OF THE MEETING HELD ON 29 JUNE 2006 and ANY MATTERS ARISING**

The Minutes had been approved at the Galleywood Parish Council meeting held on 3 July 2006. The following Matters Arising were raised :

- **New Photocopier** Outstanding for Clerk to place on insurance policy. *Action : Clerk.*
- **Land cover on insurance policy** Cover is provided under GPC's insurance policy but there is a duty of care for regular risk assessments to be undertaken.
- **Computer Expenses** Cllr Harman is preparing a report for the Council meeting on 2 October 2006.

7.05 pm *Cllr Turkentine arrived*

3. **2005/06 AUDIT PAPERS FOR APPROVAL**

The Chairman confirmed that the GPC audit to year end 31 March 2006 had been signed off by the auditor without any queries. A vote of thanks were extended to the Clerk for keeping the accounts in good order.

4. **FINANCIAL RISK ASSESSMENT**

A meeting had taken place on 13 July 2006 to discuss risk assessment. The Clerk had undertaken various actions and a report was tabled. The following was agreed :

- An insurance claim be made against the recent replacement litter bin at the village shops and then all litter bins be removed from the insurance policy, but GPC would maintain their legal liability cover in respect of the bins.
- Clerk to check if CBC's insurance policy covered pole brackets, signs and street furniture.
- Clerk is progressing the question of cover should there to a fire in the Council Office at the Keene Hall.
- Cornhill confirmed that the policy was "new for old" and the sum insured should represent the full rebuild or replacement value.
Action : As above and the Assistant Clerk to obtain more accurate

replacement value for all GPC office furniture and equipment. Clerk to check how this might increase the premium and see if a higher excess would reduce the premium. Litter Collectors to be asked to keep a check on condition of litter bins. Agenda Finance Committee 2 November 2006.

5. BUSINESS CREDIT CARD

The Clerk had obtained forms from NatWest for a "Business Charge Card". The forms seemed to indicate that the Clerk and Councillors as co-signatories to the account would need to give their personal details. Cllrs agreed that if this was the case the Committee were not in favour of going ahead with the project. *Action : Clerk to obtain details from Visa, Citibank etc for a company credit card.*

6. GAS/ELECTRICITY SUPPLY

Cllrs noted a table provided by the Clerk which gave comparisons with current suppliers, and changing to dual fuel. Cllr Harman agreed to prepare a spreadsheet with information from the previous 1 or 2 years bills. Clerk to further obtain a quote from Scottish & Southern. *Action : Once figures produced, it was agreed that the matter be taken to the Keene Hall Trustees meeting on 28 September 2006, and the next available Council meeting for a decision to be made regarding switching supplier.*

7. EXPENDITURE TO DATE

Cllrs noted a table showing expenditure to date. *Action : Clerk to cancel Saga Insurance policy which had been obtained for ex-Cllr Allen.*

Confidential

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw for the topic of Projected year end expenditure and 2007/08 budget covered under Agenda Item 8.

9. NEW COMPUTER

Cllrs noted that the two computers located in the Council Office had been purchased in or around 1999. It was agreed in principle that GPC may need to purchase two replacement computers and one printer costing in the region of £3,000 maximum during the 2007/08 financial year. Cllrs felt that a major company should be used to acquire a top brand computer with service package. Justification for the purchase, including benefit to staff and concise specification needs to be drawn up with the provision of adequate training tailored to the individual and job requirements. *Action : Clerk, Chairman and Vice Chairman.*

10. CBC GRANT SCHEME

Cllrs considered options to apply for a grant from the CBC scheme covering under and over £2,000. The deadline for responses being 27 October 2006. Cllr Turkentine suggested a run about truck for the village which could be used for GROW and by Greening Galleywood, and maybe other drivers. *Action : Agenda Council meeting 2 October 2006. Cllr Turkentine to complete application form and put a case together.*

11. DATE OF NEXT MEETING

Thursday 2 November 2006 at 7.00 pm. Cllrs Harman and Stevenson tendered their apologies.

There being no further business, the Chairman closed the meeting at 8.54 pm.

Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council

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(signed, Chairman 2 November 2006)