

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE
HELD ON THURSDAY 9TH SEPTEMBER, 2004,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Mrs A Chandler – Chairman
Mrs A Riches Miss P Wilkin Mrs J Williams

APOLOGIES: Mr S Dunn, Mrs G Masdin, Mr B Sabberton-Coe, Mr D Thompson

The Chairman welcomed everybody to the meeting.

25. DECLARATIONS OF INTEREST

There were no declarations of interest.

26. MINUTES OF THE MEETING OF 12.8.2004

The minutes had been confirmed and adopted by the Council, and were signed by the Chairman.

27. FINANCE, CHEQUES, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET AND BANK RECONCILIATION

27.1. The attached lists of vouchers numbered 199 to 261, with payments totalling £10,253.83 and receipts of £617.00, were approved and the comparison with the budget and bank reconciliation noted.

28. STAFF MATTERS

28.1. Role of Secretary of the Twinning association. It was AGREED to defer discussion until the next meeting.

28.2. Computer training. It was AGREED that the Clerk should be trained in the use of Excel. An introductory course had been booked for 28th September, courtesy of Broadland District Council's scheme for clerks to have one day's free training per year. It was AGREED that the advanced course should also be undertaken at a cost of £110.00.

29. VILLAGE HALL

29.1. Canopy. Work on the canopy had been delayed due to a dispute with a sub contractor.

29.2. Acquisition of the piece of land adjoining the Drive. Mr D Thompson and the Clerk had met with Mr Buxton and defined its boundary. The measurements agreed had been sent to the solicitors but a scale drawing was needed in order to register the land. It was AGREED to refer the matter to the Planning and Property Committee.

30. CORRESPONDENCE

The attached list was received and discussed.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.12 p.m.

Chairman, 14.10.2004