

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE
HELD ON THURSDAY 11TH NOVEMBER, 2004,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Mrs G Masdin – Chairman
 Mr S Dunn Mrs A Riches Mr B Sabberton-Coe
 Miss P Wilkin Mrs J Williams

APOLOGIES: Mrs A Chandler , Mr D Thompson

The Chairman welcomed everybody to the meeting.

41. DECLARATIONS OF INTEREST

There were no declarations of interest.

42. MINUTES OF THE MEETING OF 14.10.2004

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

43. FINANCE, CHEQUES, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET

43.1. The attached lists of vouchers numbered 327 to 372, with payments totalling £9,406.41 and receipts of £1,059.00, were approved and the comparison with the budget and bank reconciliation noted. The Chairman signed the reconciliation. It was AGREED to make an insurance claim for the mower and strimmer stolen from the Churchyard.

44. INTERNAL AUDIT REPORT

The report was discussed and the following AGREED –

- Greater care would be taken to ensure that vouchers were signed by a member.
- The risk of potential loss of key staff was discussed. It was AGREED to obtain a quotation for insurance cover for the risk. It was also felt that always holding a sufficiently large reserve to cover this potential cost should be an acceptable solution.
- It was AGREED that the asset inventory be updated; part of the work had already been done.
- It was AGREED to be diligent in recording in the minutes the reasons for deviations from financial regulations, particularly when dealing with contracts for goods and services.

45. BUDGET FOR 2005/6

A draft budget was discussed thoroughly. The problem was the need to restrict the

increase in the precept without prejudicing the financial stability of the Council by reducing reserves held to an inappropriate level. The precept discussed would not be sufficient to cover revenue costs and would not allow any new work to be undertaken. The idea of borrowing money to finance the replacement of the remaining concrete street lights, which would then release the reserve held for the work, was discussed and it was AGREED to research the cost of loans for the next meeting. It was also suggested that the capital project of building the remainder of the garage at the Recreation Ground could be financed by way of loan if it was progressed.

It was AGREED to include a sum to cover the cost of a locum clerk, who was conversant with the systems in use, for a few hours each week the Clerk was on holiday.

It was AGREED to employ T T Jones Electrical to survey the concrete lighting columns to determine the urgency of their replacement.

It was AGREED to consider the budget again at the December meeting along with fees and charges.

46. HIGHWAYS MATTERS

It was noted that, as well as a Traffic Engineer, the Project Engineer for the Northern Distributor Road project would attend the next Council meeting.

47. VILLAGE HALL

47.1. Mrs Riches reported on recent fundraising events.

48. CORRESPONDENCE

The attached list was received and discussed.

Mr S Dunn would attend the Public Meeting organised by the Norfolk Constabulary on 29th November 2004.

49. ANY OTHER BUSINESS

Several members would attend the Remembrance Day service.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.50 p.m.

Chairman, 9.12.2004