

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE  
COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET,  
ARMTHORPE, ON TUESDAY, 30TH NOVEMBER 2010

PRESENT:

Chairman - Councillor S.A. Pickles  
Vice-Chairman - Councillor L.S. Dickman

Councillors J.R. Armstrong, P.J. Farrell, V. Jennings and W.L. Moore.  
Mr. A. Pearson, Bar Manager.

APOLOGIES

Apologies for absence were received from Councillors A. Brown,  
A.J. Brown, M. Davison and M. Pinkney.  
Mrs. S. Clayton, Bar Manager.

10. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declarations were made at the meeting.

11. MINUTES

RESOLVED that the Minutes of the meeting of the Committee held on  
28th September 2010 (copies of which had previously been circulated  
to each Member) be approved as a correct record and signed by the  
Chairman.

12. BUDGETARY PROVISION

RECOMMENDED that the contents of the report previously circulated  
be noted, which showed the following:-

- (a) the budgetary provision for the current financial year (2010/11);
- (b) on the basis of the best information available, the actual  
income and expenditure for the period 1<sup>st</sup> April to 31<sup>st</sup> October  
2010; and
- (c) details of the bank reconciliation for the seven months period  
to 31<sup>st</sup> October 2010.

13. INTERNAL AUDIT

RECOMMENDED

- (1) it be noted that Members of the Committee had examined the  
petty cash books for the Community Centre and the  
Community Centre Bar, including the receipts for the payments  
made therefrom, since the last meeting of the Committee held  
on 28th September 2010;

Initials

- (2) that the contents of a letter be noted from Ms. S.E. Youngs, F.I.L.E.X., confirming:-
- (a) her independence from the Council and the Clerk;
  - (b) that she would be pleased to undertake the internal audit of the Council's accounts in accordance with the Audit Plan; and
  - (c) that she would submit a written report (together with the completed Audit Plan) for consideration by the Council with the draft year end final accounts.

14. NEW BANK ACCOUNT

RECOMMENDED that a new account be opened at the Co-operative Bank plc for the purposes of receiving grant monies obtained by the Sports and Recreation Officer and paying out of the same expenditure on items for which the grant monies were received.

15. PETTY CASH FLOATS/FINANCIAL REGULATION 6.4

RECOMMENDED

- (1) that Regulation 6.4 of the Council's Financial Regulations and Contract Standing Orders be amended to provide for a third petty cash float for the Sports and Recreation Officer and that the £75.00 limit on petty cash floats be increased to £100.00; and

- (2) that the said Regulation 6.4 shall now read as follows:-

"The RFO shall maintain three petty cash floats of £100.00 each for the purpose of defraying operational and other expenses relating to (a) the Bar in the Community Centre, (b) the Community Centre generally and miscellaneous matters relating to the other functions of the Council and (c) the duties and functions of the Sports and Recreation Officer. Receipts for payments made from each petty cash float shall be kept to substantiate all payments."

16. ALLOTMENTS

RECOMMENDED that as a result of the latest break in at the Mercel Avenue allotment site the previous evening and the damage caused to the ageing chain link perimeter fence, arrangements be made for the fence to be replaced with steel palisade type fencing.

17. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during the discussion on the following item of business owing to the confidential nature of the same.

*Initials*

18. BAR STOCKTAKES

RESOLVED that the contents of the stocktake reports for the Community Centre Bar for the periods 6<sup>th</sup> August to 13<sup>th</sup> September 2010 and 13<sup>th</sup> September to 6<sup>th</sup> November 2010 (copies of which had previously been circulated to each Member) be noted.

*Signature*