

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE
COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET,
ARMTHORPE, ON TUESDAY, 29TH NOVEMBER 2011

PRESENT: Chairman - Councillor C.J. McGuinness
Vice-Chairman - Councillor T. Corden

Councillors A. Brown, A.J. Brown, E. Butler, L.S. Dickman, M.J. Doran,
P.J. Farrell, P.A. Hanson, S.A. Pickles and F.J. Tyas.
Mrs. S. Clayton and Mr. A. Pearson, Joint Bar Managers.

APOLOGIES

Apologies for absence were received from Councillors
J.R. Armstrong, V. Doran and S.L. McGuinness.

12. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

RESOLVED that the following declarations made at the meeting be
noted:-

Councillors A.J. Brown and P.A. Hanson relating to Minute 20.

13. MINUTES

RESOLVED that the Minutes of the meeting of the Committee held on
26th July 2011 (copies of which had previously been circulated
to each Member) be approved as a correct record and signed by the
Chairman.

14. 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 (2011/12);
- (b) on the basis of the best information available, the actual
income and expenditure for the period 1st July to
30th September 2011; and
- (c) details of the bank reconciliation for the six months period to
30th September 2011.

15. BANKING ARRANGEMENTS

RECOMMENDED that in order to maximise the interest on its funds
held in accounts at Barclays Bank plc and the Co-operative Bank plc,
monies be transferred from the same into new Fixed Rate Deposit
Accounts to be opened with the National Westminster Bank plc.

Initials

16. INTERNAL AUDIT

RECOMMENDED it be noted that Members of the Committee had examined the Community Centre petty cash book, the Community Centre Bar petty cash book and the Sports & Recreation petty cash book, including the receipts for the payments made therefrom, since the last meeting of the Committee held on 26th July 2011.

17. CASUAL/TEMPORARY EMPLOYEES

RECOMMENDED

- (1) that the Council create a casual post of General Support Assistant/Handyman:-
 - (a) to undertake duties as and when required at the Community Centre, at specified intervals at the Council's burial ground and other duties relating to the Council's functions, which the Clerk to the Council considers to be reasonable; and
 - (b) payment for such services to be paid hourly at the same rate as the Community Centre Assistant Site Manager (NJC Salary Scale 2 - spinal column point 13 [£8.03 per hour]);
- (2) that the temporary employment of Mr. RAS to undertake the duties of the Community Centre Assistant Site Manager during his absence through illness, be approved and he be paid the hourly rate reported.

18. LAW SOCIETY PRACTISING CERTIFICATE

RECOMMENDED that the Council pay the fee payable from 1st November 2011, for the Clerk's annual Law Society Practising Certificate.

19. INTERNAL AUDITOR

RECOMMENDED

- (1) it be noted that the internal auditor, Ms. S. E. Youngs, no longer wished to undertake this function for the reasons reported;
- (2) that Branagans Accountancy Services Limited of Rotherham be appointed to undertake the internal audit of the Council's accounts for the current financial year, subject to receipt of confirmation of the following:-
 - (a) proof of independence of its employees from both the Parish Council and the Clerk;

Initials

- (b) that the audit will be undertaken in accordance with the Council's Audit Plan;
- (c) that the company will submit a written report (together with the completed Audit Plan) for consideration by the Council with the draft year end final accounts.

20. HIRE OF COMMUNITY CENTRE

RECOMMENDED that the request from The Armthorpe Children's Centre for the Council to grant it a concessionary hire charge for use of the Community Centre for its Christmas Party to be held on 12th December 2011, be approved and for this year only they be charged the rate applicable to charities/voluntary bodies.

21. 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.

22. BAR STOCKTAKES

RESOLVED that the contents of the stocktake reports for the Community Centre Bar for the following periods (copies of which had previously been circulated to each Member), be noted:-

- 2nd July to 1st August 2011
- 1st August to 3rd September 2011
- 3rd September to 1st October 2011
- 1st October to 4th November 2011

<i>Signature</i>
