

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE
COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET,
ARMTHORPE, ON WEDNESDAY, 17TH DECEMBER 2014

PRESENT:

Chairman - Councillor C.J. McGuinness

Councillors M. Andrews, J.R. Armstrong, M.J. Doran, P.J. Farrell,
P.A. Hanson, S.L. McGuinness, W.L. Moore and F.J. Tyas.
Mrs. D. Sawbridge, Joint Bar Manager.

APOLOGIES

Apologies for absence were received from the Vice-Chairman, Councillor
T. Corden and Councillors E. Butler, L.S. Dickman, S.A. Pickles and
M. Walton.
Mrs. S. Clayton, Joint Bar Manager.

8. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declarations were made at the meeting.

9. MINUTES

RESOLVED that the Minutes of the meeting of the Committee held
on 22nd July 2014 (copies of which had previously been circulated
to each Member) be approved as a correct record and signed by the
Chairman.

10. 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
(2014/15);
- (b) on the basis of the best information available, the actual
income and expenditure for the period 1st July to 31st October
2014; and
- (c) details of the bank reconciliation for the seven months period
to 31st October 2014.

11. LAW SOCIETY PRACTISING CERTIFICATE

RECOMMENDED that the Council pay the Clerk's annual Law
Society Practising Certificate fee in the sum of £325.00.

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12. 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 22nd July 2014.

13. HOLIDAY AND OVERTIME PAYMENTS

RESOLVED

- (1) it be noted that the casual employee, Mr. J. Farmer, was statutorily entitled to holiday pay, which for the financial year 2013-14 had been calculated at £416.85, on the basis of 51 hours and 24 minutes holiday entitlement;
- (2) that overtime be paid to the below-mentioned employees at their normal hourly rate of pay for the hours shown:-
 - (a) Mr. J. Hardy - 9 hours (23rd August 2014 - Summer Gala);
 - (b) Mrs. J. E Hardy - 15 hours (7 hours 23rd August - Summer Gala and 8 hours 29th November 2014 - Christmas Market)
 - (c) Mr. C. A. Hughes - 8 hours (23rd August 2014 - Summer Gala).

14. 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.

15. BAR STOCKTAKES

RESOLVED

- (1) 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:-
 - (a) 5th July to 2nd August 2014
 - (b) 2nd August to 13th September 2014
 - (c) 13th September to 11th October 2014
 - (d) 11th October to 15th November 2014
- (2) that arrangements be made for the cash registers to be checked to ensure they are in good working order;

Initials

- (3) that further training on the operation of the cash registers be arranged for the Joint Bar Managers;
- (4) that if there are any mistakes/inaccuracies recorded relating to the final till receipt on any bar function, the Joint Bar Managers shall inform the Clerk to the Council accordingly, the next working day after the function;
- (5) that the Clerk discuss with the Stocktaker, Mr. B. A. Cheetham, the suggestions made by Mrs. Sawbridge regarding future stocktakes.

Signature