

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE  
COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET,  
ARMTHORPE, ON TUESDAY, 29<sup>TH</sup> JANUARY 2019

PRESENT:

Chairman - Councillor S.J. Cherry

Councillors N. Berry, C. Brodhurst-Brown, M.J. Doran, P.A. Hanson and F.J. Tyas.

APOLOGIES

Apologies for absence were received from the Vice-Chairman, Councillor A.J. Berwick and Councillors A. Berwick, A.J. Berwick, C.J. McGuinness and M. Walton.

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 30<sup>th</sup> October 2018 (copies of which had previously been circulated to each Member) be approved.

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 (2018/19);
- (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> December 2018; and
- (c) details of the bank reconciliation for the nine months' period to 31<sup>st</sup> December 2018.

11. 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 30<sup>th</sup> October 2018.

Initials

12. LOCAL AUTHORITIES' PROPERTY FUND

RECOMMENDED that the information received about the Local Authorities' Property Fund, be noted.

13. EXCLUSION OF PRESS AND PUBLIC

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

14. 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:-

- (a) 3<sup>rd</sup> May 2018 to 31<sup>st</sup> May 2018
- (b) 31<sup>st</sup> May 2018 to 2<sup>nd</sup> August 2018
- (c) 2<sup>nd</sup> August 2018 to 4<sup>th</sup> October 2018
- (d) 4<sup>th</sup> October 2018 to 1<sup>st</sup> November 2018
- (e) 1<sup>st</sup> November 2018 to 30<sup>th</sup> November 2018

15. ADMINISTRATIVE ASSISTANT/DEPUTY CLERK

RECOMMENDED

- (1) that the contents of the report of the Clerk to the Council regarding re-designating the existing part-time Administrative Assistant post to that of part-time Deputy Clerk to the Council, be noted;
- (2) that the part-time Administrative Assistant post be re-designated to part-time Deputy Clerk to the Council, with a salary equivalent to sixty per cent of the Clerk's current salary, pro rata for twenty seven hours.

*Signature*