

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD  
ON MONDAY 14<sup>th</sup> JANUARY 2008 following the Planning Meeting**

<b><u>PRESENT</u></b>	Councillors	T. Bloomfield Mrs. G. Collins P. Collins (Chairman) P. Hirons D. Isham A. Mahi H. Mordue R. Newell M. Smith P. Stevens R. Stuchbury
	Town Clerk	Mrs P. J. Heath

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs. H. Cadd, M. Try, and W. Whyte.

**367/2008 DECLARATIONS OF INTEREST**

There were no declarations of Interest for items on the agenda.

**368/2008 MINUTES OF THE LAST MEETING**

The Members accepted the minutes of the last meeting held on 17<sup>th</sup> December 2007, which were ratified by Full Council on 7<sup>th</sup> January 2008.

**369/2008 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST**

Members noted the Action reports and updates sent with the agenda.

346.2 The Clerk had not yet had the time or space to read the documentation relating to the transfer of assets and management plan which included details of the Riverside Walk maintenance.

352 The Clerk reminded Members of the details of the Minute and the agreement that the log could be produced when workload allowed.

**370/2008 QUALITY PARISH COUNCIL**

The Town Clerk explained to members the Quality Parish Council review and that the re-assessment of the Council had been delayed until the review was complete.

**371/2008 BUDGET REVIEWS**

371.1 To review Finance and Administration Committee budgets

The Clerk explained the layout of the spreadsheets. Members noted the figures.

371.2 To review all Committee budgets

Members noted the figures and discussed the merits of incorporating all Repairs and Maintenance codes, currently separated against individual cost centres, as one figure.

371.3 To receive information of the Town Clerk's Time in Lieu Hours

Members were told that the Clerk had approximately 37 hours of Time off in Lieu. Members discussed the allocation of the work within the office and felt that the Deputy Town Clerk could take on more work. The Town Clerk explained that the Deputy had only been employed for 4 months and was still training and therefore was not able to take on more of the work load at this point. Cllr. Mordue agreed to undertake the Deputy Clerk's assessment with the Town Clerk.

**ACTION THE TOWN CLERK/CLLR. MORDUE**

**372/2008 TO DISCUSS AND AGREE THE FORMAT OF THE DATA FOR THE PRECEPT MEETING**

The Mayor informed Members that the precept papers would be issued with the agenda and these were the ones that would be used on the night. These were based on the figures which have been circulated over the past 2 months. Grants would be taken as a block amount, and then each cost code with Members agreeing or amending. Not until all the codes had been gone through and the budget agreed would the resolution for the precept amount be taken.

**373/2008 TO RECEIVE REPORT ON REVIEW OF STANDING ORDERS**

Cllr. Smith and Cllr. Collins reported that the review had not been finalised so the item was deferred to the next meeting.

**374/2008 CHAIRMAN'S ITEMS FOR INFORMATION**

374.1 Community Centre Grant Application to WREN

The Chairman informed Members that the Community Centre had applied to WREN for funding and as part of the application a letter of support has to be sent from the Council which requires a Council resolution; therefore an item has been placed on the Precept agenda.

374.2 Letter of Resignation

Members were informed that a letter had been received that morning from Huw Lewis resigning from the Town Council; the necessary procedures had been put in place. The Clerk explained the procedures to new Members in that 10 residents of the ward can call for an election by 1<sup>st</sup> February, if no such call is made then the Council can co-opt at the 25<sup>th</sup> February meeting. Members were informed that the election could cost between £2500 and £3000 as the Town Council would be responsible for all costs.

Meeting closed at 9.15 pm.

CHAIRMAN ..... DATE .....