MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD ON MONDAY 24th MAY 2004 at 7PM

PRESENT

Councillors J. Barnett P. Collins Mrs. P. Desorgher D.R. Isham R.C. Lehmann H. Mordue Ms R.D. Newell Mrs P. Stevens Mrs. C Strain-Clark R. Stuchbury (Mayor)

For the Town Clerk Mrs. K. McElligott

TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors H. Cadd and K. Liverseidge, and the Town Clerk Mrs P. J. Heath.

The Mayor took the Chair for the initial part of the meeting.

2004/1 DECLARATION OF INTEREST

There were no declarations of interest

2004/2 ELECTION OF CHAIRMAN

Proposed by Cllr. Newell, seconded by Cllr. Strain-Clark, and carried unanimously that Cllr. Collins be Chairman of the Committee.

Cllr. Collins took the Chair.

Cllr. Collins paid tribute to Cllr. Mordue's contribution as previous Chairman. Cllr. Mordue thanked Members for their support and input.

2004/3 ELECTION OF VICE-CHAIRMAN

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury and carried unanimously that Cllr. Lehmann be Vice Chairman of the Committee.

2004/4 MINUTES OF THE LAST MEETING

The members accepted the minutes of the last Administration Committee meeting held on 19th April 2004, which were ratified by Full Council on 10th May 2004.

2004/5 CONTINGENCY PLAN AND RISK ASSESSMENT re THE TOWN CLERK'S UNFORESEEN ABSENCE

The Mayor thanked the Town Clerk for her attendance at the Annual Statutory Meeting held on 21st May 2004 despite her ill-health, to maintain the legality of the proceedings.

Members discussed the staffing situation in light of the uncertainty over the date of the Town Clerk's return to full-time working. The following was agreed upon:

1. The Town Clerk to be asked to supply a medical certificate to cover sick-leave.

ACTION CLLR. MORDUE

- 2. Resulting from (1), if the Town Clerk was to be absent or on light duties for any length of time the Mayor and the Chairman would authorise temporary help for routine office duties such as photocopying; the Clerical Assistant to cover the Town Clerk's duties as best she can. Mr East to be asked to cover outside duties and inspections as required.
- 3. All Chairmen to draft letters arising from their own meetings and send them to the office for copying on to headed paper and sending out pp. the Town Clerk.

Proposed by Cllr. Stuchbury, seconded by Cllr. Mordue, and **AGREED** that Mrs. McElligott be allowed access to the accounts system.

Cllr. Mordue reported that he had already instructed the bank to supply a list of the Council's Standing Orders and Direct Debits to Mrs. McElligott so that cheques for the appropriate invoices passed at the last Full Council meeting could be raised.

2004/6 TO RECEIVE THE FINANCIAL STATEMENTS

These were not available to the meeting due to the Town Clerk's illness.

2004/7 CHAIRMAN'S ITEMS

Cllr. Barnett advised Members that he, Cllr. Newell and a member of the Community Plan Committee had interviewed candidates for the post of Project Manager and appointed Mr. Mark Gadd; his contract would run from the beginning of June and he would be paid monthly.

Members asked about the further consultation on the Community Plan: Cllr. Barnett indicated that this was currently being finalised and would be sent out at the end of June.

Meeting closed at 7.35pm

CHAIRMAN DATE