

accounting system for nearly 4 weeks. Since the new financial year has been inputted into the computer the system has “crashed” on 4 occasions.

Members discussed the problem and the purchase of an independent machine to hold the accounts package. Members did not feel this was a cost effective solution and requested that the Chairman and Clerk arrange for an evaluation of the current computer and report back to the Council at the Interim meeting to be held on 19th July 2004. Members were reminded that the Committee will not meet again until 27th September 2004 due to the summer recess.

Proposed by Cllr. Lehmann, seconded by Cllr. Isham, and **AGREED** by 4 votes to 1 that the Chairman and Town Clerk arrange for the evaluation of the laptop’s capabilities and report back to the Council on 19th July 2004.

12/2004 QUALITY PARISH COUNCIL HEALTH-CHECK

The Chairman explained that this would be a standing item on the agenda to ensure that the Town Council is meeting its obligations under the Quality Parish Council scheme and are ready for re-application in 2008.

12.2/2004 Newsletters

Cllr. Lehmann as the editor of the newsletter informed Members that the Events Committee will be producing the newsletter. He had been in discussions with the Community Plan Group to produce a joint newsletter in August which could be sent to every home as the Group had a “Door to Door” delivery booked.

13/2004 BUDGET REVIEWS

Finance and Administration Committee budgets and Overview of all budgets

Members discussed the financial statements which had been circulated with the agenda. Members discussed at length the items which had not been cleared for payment at the Council meeting held on 21st June, when because of the RFO’s absence due to ill health an explanation for the invoices was not available. The Town Clerk/RFO explained that the invoices were in relation to a Town Council event and were paid ex the Mayor’s Allowance budget; this had been the procedure for several Mayors when claiming VAT for formal items, in line with VAT regulations.

14/2004 AGREE AN INTERNAL AUDITOR; TERMS OF INTERNAL AUDITOR’S FEE

Proposed by Cllr. Mordue, seconded by Cllr. Lehmann, and **AGREED** that the Council appoints Mr. A. Carver as the internal auditor at a fee of £200.

15/2004 ACCOUNTS FOR 31ST MARCH 2004

The Town Clerk/RFO explained that a problem had come to light when putting the accounts on to the Councils required format, which would need resolving before the

Accounts could be given to Council for ratifying. The Accounts would be presented to the Interim Council meeting on 19th June 2004.

**16/2004 STAGE 1 COMPLAINT SPECIFIED PERSON IN RESPECT OF DECISIONS
BY LINE MANAGERS IN RESPECT OF BCC PENSION.**

Proposed by Cllr. Lehmann, seconded by Cllr. Isham, and **AGREED** that the Chairman of Finance and Administration would be the designated Stage 1 appointed person to deal with complaints against decisions made by Managers and HR staff in respect of the Town Council's Pension.

**17/2004 NOTES OF THE CHAIRMAN'S WORKING GROUP 10/05/04 &
SUBSEQUENT COMMENTS MADE AT THE COUNCIL MEETING**

For clarification of the Town Clerk/RFO and the Chairman of Finance and Administration who had not been present at the Council Meeting on 21st June 2004 it was agreed that the Annual Budget figure quoted in the recommendation was the gross budget figure including the grants awarded figure.

(Clerks note: grants for subsequent years will be awarded at 3.09 % of the gross budget)

**18/2004 TOWN CLERK'S REQUEST TO PURCHASE AN UPDATED COPY OF THE
CLERKS MANUAL FROM SLCC AT A COST OF £24**

Proposed by Cllr. Stuchbury, seconded by Cllr. Lehmann, and **AGREED** to purchase the new SLCC clerks manual at a cost of £24.

19/2004 DIAL-A-RIDE'S REQUEST FOR A LETTER OF SUPPORT

This was deferred to the next meeting to enable members to read the letter.

20/2004 CHAIRMAN'S ITEMS FOR INFORMATION

The following item was heard under 1 (2) Public Bodies (admission to meetings) Act 1960

20.1/2004 Community Plan request and Mayor's letter of response

CHAIRMAN DATE