

**KELVEDON PARISH COUNCIL**

**FINANCE COMMITTEE**

**Minutes of the meeting held on Tuesday 23 February 2010 at 6 p.m. in the Council Chamber**

**Present:** Cllr J Hackworth in the Chair  
Cllrs Mrs J Anderson (to min. no. 34) Q Colborn Mrs L Hill  
Clerk Ms L R Fuller

**Also present:** Cllr T Dixon

**F28/2009-10 Apologies for Absence**

Apologies for absence were received from Cllr M Pilbeam.

**F29/2009-10 Confirmation of Minutes**

The minutes of the meeting held on 24 November 2009 were confirmed as a correct record and signed by the Chairman.

**F30/2009-10 Declarations of Interest**

None.

**F31/2009-10 Annual Accounts 2008/09**

It was agreed to bring this item forward.

The committee noted the comments on the external audit certificate for 2008/09. Concern was expressed about the remark regarding the gratuity paid to the former clerk.

**F32/2009-10 Matters for Report**

**32.1 Kelvedon Social Football Club**

The committee noted that some information had been obtained about the financial relationship between the parish council and the football club in respect of the playing field and the pavilion, and that investigations continued.

**32.2 Audit and Risk Assessment Training**

The Chairman and the Clerk reported on the training event they had attended recently.

**F33/2009-10 Appointment of Internal Auditor**

The committee agreed to re-appoint Mrs J Cole as the internal auditor for 2009/10. No specific areas for her to examine were identified.

**F34/2009-10 Direct Debit for BT bills**

The committee noted the savings to be made by paying BT bills by direct debit and agreed to proceed with this.

Cllr Mrs Anderson left the meeting.

**F35/2009-10 Current Financial Position**

The committee noted the report on the council's current financial position.

**F36/2009-10 Exclusion of Press and Public**

It was resolved to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as it contained confidential information relating to staffing matters.

**F37/2009-10 Review of pay for Clerk's Assistant and Parks and Maintenance Warden**

The committee considered the pay rate for the Clerk's Assistant and Parks and

Maintenance Warden to apply from 1 April 2010. No decision was made but it was agreed to consider putting these employees on the national agreement for pay.

**F38/2009-10**   **Date of next meeting**  
6pm on Tuesday 25 May 2010.

**Signed:**

**Date:**