

**MINUTES OF THE MEETING OF
FINANCE COMMITTEE
HELD ON TUESDAY 29th MAY 2007 AT 7.00PM
AT THE PARISH CENTRE. LOCKLEYS DRIVE. WELWYN.**

Present: Councillor.1 Skidmore and Councillors H. Hughes, C. Hukin, L. Page and P. Neville and Cllr. Roper

In Attendance: R Findlay (Clerk),

Apologies: None all Committee members were present at the meeting.

2007/19 ELECTION OF CHAIRMAN

It was proposed by Cllr. Neville that Cllr. I. Skidmore remain as Chairman. Cllr. Hughes seconded this. There were no further proposals. It was **UNANIMOUSLY** agreed that Cllr. I Skidmore be Chairman for the year.

2007/20 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr. Skidmore that Cllr. P. Neville remain as Vice Chairman. Cllr. Hughes seconded this. There were no further proposals. It was **UNANIMOUSLY** agreed that Cllr. P. Neville be Vice Chairman for the year.

At this juncture, for the benefit of the new Councillors the Chairman explained the role of the Finance Committee and the role of the Clerk as the Responsible Financial Officer of the Council.

2007/21 DECLARATIONS OF

INTEREST: There were no declarations of Interests.

2007/22 MINUTES OF THE MEETING HELD ON 24TH APRIL 2007:

There was not a meeting of the Committee held, all financial matters were referred to the Full Council meeting.

2007/23 CHEQUES FOR APPROVAL AND SIGNATURE:

There were no large invoices to be approved by the Finance Committee.

2007/24 ACCOUNTS TO THE END OF APRIL 2007:

After discussion of the income and expenditure for the month of April. It was agreed the Clerk compare the gas charge for the Pavilion for the period December '06 to March '07 with the previous years charge. It was then agreed to recommend to Full Council that the amount of **£22,130.05** be accepted.

2007/25 ACCOUNTS TO DATE FOR MAY 2007

After discussion of the income and expenditure for the month of May, to date. It was agreed the Clerk produce a list of the contractors the Council uses for the playing fields and details of their schedules for the next meeting. It was then agreed to recommend to Full Council that the amount of **£25,606.10** be accepted.

The Chairman then told the Committee of the Council's present financial situation:

Business Current Account	£1,260.50
Business Premium Account	£98,454.15
Business Reserve Account	£14,428.21
Treasury Account	£107,500.00

2007/26 REVIEW OF THE COUNCIL'S FINANCIAL STANDING ORDERS:

The Clerk had reviewed the Financial Standing Orders and put forward the suggestions she had received.

Under Budgetary Controls (D3) to amend the wording as shown below:

3.4 The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. This action must be reported to the Chairman of the Finance Committee as soon as reasonably possible and also to the Finance Committee at the next meeting.

Under Budgetary Controls (D3) to amend the wording as shown below:

6.2 All invoices for payment will be examined, verified and certified by the RFO. The invoices for payment will also be examined, verified and certified by initialling the invoices by the two Councillors who sign the cheques

It was **Unanimously** agreed to recommend the changes to Full Council.

Under section 100A (4) of the Local Government Act 1972, the public and accredited representatives of the newspapers are excluded from the meeting from this point

onwards on the grounds that it involved the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act by virtue of the paragraph specified against the item.

2007/27 CIVIC CENTRE:

It was reported that the Clerk and Chairman of Finance will be arranging a meeting with the Council's solicitor to discuss the way forward in regard to the Civic Centre Lease.

2007/28 CLOSE OF MEETING;

The Chairman closed the meeting at 7.42pm

Signed

Chairman of the Finance Committee

Date.....