

**MINUTES OF THE MEETING OF  
FINANCE COMMITTEE  
HELD ON TUESDAY 10<sup>th</sup> JULY 2007 AT 7.00PM  
AT THE PARISH CENTRE. LOCKLEYS DRIVE. WELWYN.**

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**Present:** Chairman, Councillor, I Skidmore and Councillors, H Hughes, L Page and J Roper

**In Attendance:** R Findlay, (Clerk

**Apologies:** Councillor P. Neville

**2007/29**

**WELCOME:**

The Chairman welcomed everyone and opened the meeting.

**2007/30**

**DECLARATIONS OF INTEREST:**

There were no declarations of Interests.

**2007/31**

**MINUTES OF THE MEETING HELD ON 29<sup>th</sup> MAY 2007:**

After the minutes were amended to show that Councillor J. Roper had been present it was **agreed** the minutes were an accurate and correct record then duly signed by the Chairman.

**2007/32**

**MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> MAY 2007:**

Minute no. 2007/24: It was agreed the Clerk and Chairman check through previous years accounts to look at the Gas charges per unit for the Pavilion and report back at the next meeting.

Minute no. 2007/25: The Chairman provided Committee members with a list of Contractors the Council uses. It was then agreed to look at the Gearings Contract.

Minute no. 2007/26: (Financial Standing Order D3 (6.2). It was suggested that the word "cheques" be amended to "cheque". The Clerk explained that the wording had already been agreed and determined at Full Council and because of the Council's Standing Orders it could only be reviewed again in six month's time.

**2007/33**

**CHEQUES FOR APPROVAL AND SIGNATURE:**

There were no cheques to be signed and no large invoices to be approved.

**2007/34**

**ACCOUNTS TO THE END OF JUNE 2007:**

It was reported that the last payment for the loan on Spindlebury Cottage would be due in 2010.

It was **agreed** to look at the Gearings Grass-cutting Contract at the next meeting.

It was **agreed** to look at the frequency of the BT Internet invoices.

It was **agreed** that due to the accounts not showing the VAT for Three Valleys Water to defer signing the payments until the Full Council meeting when the Clerk would have chance to amend the payment sheet. It was agreed that this would not affect the Gross figure. It was agreed to recommend to Full Council that the amount of **£26,936.26** be accepted and approved.

**2007/35**

**UPDATE OF THE ACCOUNTS FOR AUDIT 2006/2007:**

The Clerk updated the Committee on the progress of the accounts for Audit.

The Clerk and Chairman of the Committee had met with the Internal Auditor, Steve Vine, who had gone through the accounts. As the Clerk was unable to meet with Mr Vine, due to an illness in the family, the Chairman of the Committee went through the documents with him.

The Chairman then reported to the Committee. (*Appendix 1*)

It was **agreed** for the Clerk to arrange an "Extraordinary Meeting of the Council" for Monday 16<sup>th</sup> July 2007 to accept the accounts to go to the External Auditor.

**2007/36**

**REVIEW OF THE COUNCIL'S FINANCIAL STANDING ORDERS:**

It was proposed that in Section D5, Banking arrangements and cheques, to insert the following as 5.4:

*"No Councillor may be signatory to a cheque in favour of himself".*

It was then **agreed** to change "himself" to "themselves".

It was then **agreed** to recommend the addition 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 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.***

**2007/37**

**CIVIC CENTRE:**

The Clerk told the Committee that she and the Chairman would be meeting with the Council's Solicitor on 17<sup>th</sup> July 2007.

Further progress on the Civic Centre will be discussed at the next 'Leisure Facilities and Open Spaces' meeting due to be held on 17<sup>th</sup> July 2007.

**2007/38**

**CLOSE OF MEETING:**

The Chairman thanked everyone for attending and closed the meeting at 8.12pm

Signed.....

Chairman of the Finance Committee

Date. 14<sup>th</sup> August 2007