

# WELLESBOURNE PARISH COUNCIL

Minutes of the Finance and Administration Committee of the Council meeting held on Tuesday 12<sup>th</sup> October 2010 at 7.30pm at the Parish Council Office, 2 School Road, Wellesbourne

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**Present:** Chairman: Cllr Johnston, Cllrs Grantham, Close, Copeland and Parton  
Acting Clerk: Mrs Lipman Acting RFO: Mrs Tomkins Members of the Public: 0 Members of the Press: 0

**1. Apologies for Absence:** Cllrs Blundall and Wright

## **2. Declarations of Interest**

Declarations of interest (personal or prejudicial) under the provisions of the LGA 2000, Parish Councils (Model Code of Conduct) Order 2001.

Cllr Grantham prejudicial interest in connection with Wellesbourne Conservative Club Ltd and a personal interest in the Football and Social Club 97, and all matters appertaining to Walton Estates.

Cllr Close personal interest as a District Councillor and in connection with St Peters Church as a member of the church and a personal interest in item 12 as the employee of one of the quoting companies known as a District Councillor

Cllr Wright personal interest as a District Councillor and in connection with the CAB and the Methodist Hall

Cllr Johnston personal interest as a County Councillor in all matters regarding WCC and a personal interest in item 12 as an employee of one of the quoting companies known as a District Councillor.

**3. Confirmation of Agenda** – It was confirmed

**4. Confirmation of the minutes of 19<sup>th</sup> May 2010** – these were confirmed and signed as a true record by the Chairman

## **5. Matters arising**

Cllr TC asked what progress had been made on the reclaim of the money spent on the Dene Valley Project. Cllr DJ to arrange a meeting with Paul Lancaster, SDC

**6. Open session** for members of the public to raise any matters of relevance to the Parish and for any Cllr with a prejudicial interest in an item on the agenda to speak on that item  
There were none

## **7. Progress of Audit**

The internal audit was now complete and the covering letter sent by the auditor had been circulated and the notice pinned on the parish board. The public now have twenty days to ask for any documentation and raise questions. The lack of a current risk assessment had been highlighted. Mrs Lipman had contacted WALC to see if an experienced Clerk could be contracted to write this and update the internal control documentation as Mrs Scriven was still absent on sick leave. The Finance Committee thanked Mrs Tomkins and Mrs Lipman for their work in putting together the year end accounts.

## **8. Appointment of internal auditor**

It was agreed to appoint the current internal auditor for a further year as authorised by financial regulation 11.1. A letter of engagement to be sent by the acting Clerk.  
Prop Cllr DJ 2<sup>nd</sup> Cllr JG – motion carried

## **9. Current and future Council finances**

Mrs Tomkins and Mrs Lipman had prepared a budget forecast which was circulated. It was noted that Highways expenditure was within budget and possible savings were identified. The Amenities budget however was likely to be overspent due to the high incidence of vandalism and the emergency expenditure on the sports and community centre building. It was agreed to identify all vandalism expenditure in the future. A sum of £30,000 was identified as likely to be available to fund initial work on the Sports and Community Centre building from existing budget savings.

## **10. Virement of funds for Council projects**

10.1 Dovehouse play area slide

It was agreed to vire funds from reserves to pay for the Dovehouse play area slide.

**11. Cancellation of Edge Design contract**

It was agreed to cancel the Edge Design contract as the Council was now using the SAGE accounting system.

**12. Allocation of contract for Christmas lights**

Following a discussion of the two quotations received Cllr DJ, Cllr JG and the acting Clerk unanimously agreed to award the contract to GS Adams subject to the Clerk obtaining a satisfactory reference from Henley Parish Council.

**13. Date of next meeting – 23<sup>rd</sup> November 2010**

Meeting ended 8.30 pm

Chairman Cllr Johnston

Signed .....

Date .....