

## **Minutes of a Meeting of Martham Parish Council Finance Committee held on Wednesday February 7<sup>th</sup> 2007 in the Methodist School Room at 19.30hrs.**

**Those Present:** Cllrs Jordan, Carberry, Manifold, Gates, Huke (Chair)

**Clerk:** Pat Devlin

Cllrs Beales, Horrocks and Wright were in attendance as members of the public.

The Chairman opened the meeting.

The minutes of the April 2006 Finance Meeting were agreed as a true record. Proposed Cllr Jordan, seconded Cllr Manifold.

It was agreed that the Finance Committee minutes of October 4<sup>th</sup> 2006 be amended to read that the meeting was adjourned at 20.30hrs as more information was required. Proposed Cllr Gates, seconded Cllr Manifold.

It was further agreed that the minutes of the Finance Committee meeting on November 8<sup>th</sup> 2006 be amended to show that they were a continuation of the previous meeting. Proposed Cllr Jordan seconded Cllr Gates.

The Chairman then invited the three Parish Councillors attending as members of the public to join in any discussion taking place.

It was noted that there had been no accounts presented from the Village Hall or the Playing Field Trust when the 2007/2008 precept was decided.

The Clerk was asked to pursue these.

During the following discussion various areas of under spend were noted on the budget for year 2006/2007.

It was put forward that a simpler breakdown of expenditure on each category should be adopted. It was hoped that once the new accounting system was in place this would be achieved.

Cllr Jordan said that it was impossible to make decisions on the paperwork that had been provided. The Clerk said that once an agreed format was in place it would be much easier to know what was required at these meetings.

It was noted that the current account carried a high balance at all times with no monies being transferred to the deposit account when not required. As there was some confusion as to what each bank account was the clerk was asked to review these and report back to the Council.

It was explained that the Parish Council carried a reserve as a contingency fund. This was for use in emergencies. Once used it was necessary to rebuild these reserves through the Parish Rate over a period of time.

It was further agreed that a letter should be sent to Ormesby St Michael asking them to formally terminate their agreement with Martham Parish Council and requesting permission to erase all files on our computer.

**New Accounting System:** The clerk informed the meeting that most of the suppliers had now been set up on the new system but this was proving to be a much longer task than expected. She suggested that it may be favourable to continue on Sage with the current years accounts due to the time restrictions. This was agreed.

**Audit Commission Year 2005/2006:** The Clerk had engaged the help of Joanna Breen to sort out the problems on the 2005/2006 audit return. She was now in a position to respond and the amended return would be put before the full council at its next meeting for ratification.

There being no further business the meeting closed at 20.55hrs

Signed.....

Dated.....