

**Minutes of Martham Parish Council Finance Committee Meeting
held in the Martham Methodist School Room on 6th February 2008
at 19:30 hrs.**

Those Present:

Councillors: B Carberry; T Gates; M Huke and K Jordan.

Councillors T Brookman attended as a member of the public.

Presiding: M Huke

Clerk in attendance: P Dawson

1. Apologies

Apologies were accepted from Cllr. P Manifold who was unable to attend because of alternative pressing personal business.

2. Minutes of Last Meeting

The minutes of the meeting held on 14th November 2007 were AGREED as a true record.
Proposed by Cllr. T Gates, seconded by Cllr. B Carberry. Unanimous.

3. Land at Staithe Road

The Chairman gave an update on progress with this project and details of the lease and the Deed of Variation arrangements. It was noted that invitations for tender for site works had been sent out and replies requested by the 29th February 2008.

4. Financial Risk Assessment

The Clerk had provided a financial risk assessment schedule to reinforce the Council's governance arrangements. This was also required by the Audit Commission to satisfy the signing off of the annual accounts. The risks were considered line by line and the Clerk was asked to clarify the position regarding insurance protection against libel and slander.

Subject to small amendments it was AGREED to recommend adoption of the Financial Risk Assessment to full Council. *Proposed by Cllr. K Jordan, seconded by Cllr. T Gates. Unanimous.*

5. Internal Auditor

The mid year report on the Council's financial management arrangements provided by the internal auditor was received and it was noted that all her recommended actions had already been implemented.

6. Financial Update of 2007- 08 Accounts

The Clerk informed the meeting that a bank reconciliation was carried out as at 28th January 2008 and circulated details of the account position as at that date.

The next meeting was confirmed as being at 19.30 hrs. on 2nd April 2008.

There being no further business, the meeting closed at 20.10 hours.

Signed.....(Chairman) Dated.....