

Whiteley Parish Council

Finance Committee

Minutes of a meeting of the above Committee to be held at the Meadowside Leisure Centre, Whiteley on Wednesday 20th June 2007 at 9pm.

Parish Council Committee members present: Mike Evans, Kairen Goves, Vic Hatch, Brian Hughes, David Jenkins

Parish Councillors Chris Cousin, Brenda Hatch, Ian McHugh, Parish Clerk Nicki Oliver

- 1 To elect a Chairman for the ensuing year:** Cllr Mike Evans elected.
- 2 To elect a Vice-Chairman for the ensuing year:** Cllr Vic Hatch elected.
- 3 To receive apologies for absence:** none.
- 4 To receive declarations of interest regarding agenda items:** none.
- 5 Matters arising from the last meeting:** none.
- 6 To adjourn meeting to allow participation of members of the public:**
A request for a new notice board for Meadowside was made. It was agreed to research a suitable replacement. **Action Clerk**
- 7 Meeting resumed to consider the following agenda items:**

7.1 To review committee terms of reference and agree any amendments for recommendation to Full Council: **Revised terms of reference agreed as attached, recommended for adoption at the July Full Council meeting.**

7.2 To review and progress committee key objectives and agree any amendments or additions for recommendation to Full Council:

To continue to monitor income and expenditure and to encourage grant applications from local organisations

The above objective was agreed.

7.3 To review grant application policy, **minor amendments were agreed, it was also agreed to enforce the requirement for a six month report from grant recipients.**

7.4 To receive income and expenditure calculations for 2006/7: **received.**

7.5 To approve 2006/7 accounts for audit: **approved.**

8. Recent correspondence: none

Meeting closed 9.30pm

Finance Committee terms of Reference for recommendation to Full Council July 2007

1. The Finance Committee is constituted as a Standing Committee of the Parish Council. Its composition shall be four Councillors as voting members, with three members constituting a quorum.
2. The Chairperson and Vice-Chairperson to be elected annually by the Committee.
3. All correspondence should be conducted through the Clerk of the Parish Council wherever possible.
4. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Parish Clerk for circulation at full Parish Council meetings.
5. The Committee will consider all aspects of the Council's finances, including grants and setting of precept operating under the terms of the Councils Standing Order's and Financial Regulations.
6. The Committee will meet as workload requires but shall meet at least annually, (not later than November), to consider the following years precept, recommendations shall be presented to full Council for approval not later than the January full Parish Council meeting each year
7. The Parish Clerk will submit appropriate figures to Winchester City Council by the due date.
8. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
9. In exceptional circumstances the Committee may have delegated powers from Council to commit Council funds.

** Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*