

## **RUSTINGTON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES**: of the Meeting held on 28 September 2009

**PRESENT**: Councillors G Tyler (Chairman), A Akbar, Mrs C Broomfield, J Ceiriog-Hughes, J Collins, Mrs S Lines, P Warren and D Rogers

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#### **57/09      DECLARATIONS OF INTEREST BY MEMBERS**

Councillor Mrs Broomfield declared a prejudicial interest in Minute 59/09. She left the Meeting during the consideration of this item and did not take part in the discussion or vote thereon.

Councillor Tyler declared a prejudicial interest in Minute 61/09. He left the Meeting during the consideration of this item and did not take part in the discussion and vote thereon.

#### **58/09      MINUTES**

The Minutes of the Meeting held on 24 August 2009 were signed by the Chairman as a correct record, subject to the following amendment:-

Minute 54/09(a)(iv)      -      Second Line      -      Delete: under      Insert: over

*(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial interest, as the proprietor of Owen Electrical Limited)*

#### **59/09      PAYMENT OF ACCOUNTS**

The Committee RECOMMENDED that the Accounts be paid and the necessary cheques be drawn. A copy of these Accounts is attached and forms part of these Minutes.

#### **60/09      MONTHLY BUDGET REPORT**

The Clerk referred to Minute 54/09 and reported that the Monthly Budget Report, together with a Monthly Budget Comparison, had been circulated to all Members for consideration.

Following a detailed discussion, the Committee agreed that:-

- (a) No further action should be taken in respect of the 'Early Warning System' List at the present time
- (b) It was not necessary to produce any further Monthly Budget Comparisons, until such time as the Committee decided that this document would be of benefit to Members of the Council
- (c) Mrs Harris, the Senior Administrative Officer, should not have to attend any future Meetings of the Committee, unless she was either specifically requested to do so, or from personal choice

Councillor Rogers referred to the current budget in respect of The Garden Café, which was showing a surplus of over £5,000.00. The Committee agreed that the members of Personnel at the Café should be congratulated on their hard work and efforts in this regard.

The Chairman, on behalf of the Committee, again thanked Mrs Harris, for all of her hard work and efforts in producing such a comprehensive and valuable Report.

*(Prior to consideration of the following item Councillor Tyler declared a personal interest, as Paul Collins was a member of his family)*

**61/09            ANNUAL IT MAINTENANCE CONTRACT**

The Clerk referred to Minute 19/09 and reported that she had previously circulated quotations received in respect of the Council's Annual IT Maintenance Contract as follows:-

<b>Paul Collins</b>	<b>£ 775.00 excluding VAT</b>
<b>Cyan Solutions</b>	<b>£5,100.00 excluding VAT</b>
<b>Arun Computer Equipment Limited</b>	<b>£4,800.00 excluding VAT plus £65.00 per call out on site support</b>
<b>Make It Easy</b>	<b>£2,400.00 excluding VAT, plus £40.00 per hour call out on site support</b>

Following a brief discussion, the Committee RECOMMENDED that the quotation received from Paul Collins in the sum of £775.00 excluding VAT be accepted.

**62/09            FIDELITY GUARANTEE INSURANCE**

The Clerk reported that the External Auditors had, whilst auditing the Council's Accounts for the Year Ending 31 March 2009, suggested that the Council should review the current level of Fidelity Guarantee Insurance held, with a view to increasing the cover from £200,000.00 to £325,000.00.

Following a brief discussion, the Committee RECOMMENDED that the level of Fidelity Guarantee Insurance cover currently held by the Council should be increased from £200,000.00 to £325,000.00, in accordance with a suggestion received from the External Auditors.

**63/09            EXCLUSION OF THE PUBLIC AND THE PRESS**

The Committee, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, RESOLVED that the Public and the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

**64/09            SENIOR ADMINISTRATIVE OFFICER**

The Committee considered a Report from the Clerk of the Council in connection with the Senior Administrative Officer.

The Committee RECOMMENDED that the Report from the Clerk of the Council be APPROVED.

**65/09            FUTURE MEETINGS**

The Committee agreed that all future Meetings should commence at the earlier time of 6.00 pm, to facilitate full consideration of the Monthly Budget Report at each Meeting.

**Chairman:** .....

**Date:** .....