

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Hooda Abdullah, Neil Davies, Brian Ing, David Jenkins Clerk: Lynda Marsh (RFO)	
F/14/018	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Marston	
F/14/019	MEMBERS DECLARATIONS OF INTERESTS None	
F/14/020	APPROVE MINUTES OF THE MEETING HELD 30 June 2014 Item deferred to next meeting	
F/14/021	TO ACCEPT MOTION RECEIVED: MOTION: “ <i>To approve expenditure of up to £400 to increase computer and storage provision for the office so that newly seconded Youth Worker has the facilities required to do the job</i> ” Proposed Cllr Abdullah Noted that ‘set-up’ costs had arisen after secondment agreed. Discussion on: <ul style="list-style-type: none"> • Which budget should fund proposed expenditure • Opportunity to purchase HD laptop for use by Admin Clerk and existing laptop for use by Youth Worker. • HD laptop cost would exceed proposed expenditure • Storage items and USB drive to be funded from Youth admin budget It was proposed Cllr Abdullah, sec Cllr Payne and agreed that an item be included on the next Planning Committee agenda to purchase an ‘HD Laptop’ at a cost of up to £1,000. It was further agreed that the storage items be purchased at a cost of up to £100.	
F/14/022	DATE OF NEXT MEETING Next scheduled meeting Monday 6 October 2014 ; 15 December 2014	
F/14/023	Items for next agenda(s): Chair would work with Clerk to resolve as many outstanding issues as possible prior to next meeting <ul style="list-style-type: none"> ➤ Any Financial Timetable items ➤ Purchase request for Projector – proposal from Cllr Ing ➤ Security of Assets ➤ Policies Review (excluding Employment policies) ➤ Financial Information Risk Register ➤ Review of Junior School playing field deed of covenant 	
	Meeting Closed 7.50pm	