



WOOTTON and EAST HUNSBURY PARISH COUNCIL

Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED

Tel: 01604 705055 Fax: 01604 705777

MINUTES FOR A MEETING OF THE FINANCE & HR COMMITTEE

on Wednesday 22nd September 2010 at 19:00pm

Present: Cllr. Savage, Rayner, Bartley and Cllrs. Nunn & Gonzalez De Savage (whom both left at 8.00pm)

1. Opening Procedures

- a. To receive and approve apologies for absence - none
- b. Confirmation of [Minutes](#) from August 2010 – it was resolved to sign the minutes as correct.
- c. Declarations of interest - none

2. Review of Management information and update from Advantage Edge.

A presentation was held by Chris Edge demonstrating the Management Information available to Councillors. As a result of the presentation the following points were agreed:

1. Precept to be shown as two 6 month entries, suspense account to be removed.
2. Codes to show monthly, yearly, variable, quarterly, expenditure to be used on budget comparisons.
3. Grants to be placed as Ear Marked reserves
4. Unpaid items to be reported separately
5. VAT to be removed from future budgets
6. Budget revision to be agreed by the Finance & HR Committee with written explanation as to why.
7. Finance & HR Committee to receive all reports including debtors list at every meeting.

3. Review Month 5 data. – Data reviewed on screen. Financial Budget Comparison (with explanations), Financial Summary – Cashbook, (receipts and payments) to be issued on Monday for Month 5. Subsequent reports will be issued on the 20th of the month for the reconciled month before.

4. Determine any required budget changes – Clerk to propose revised budgets to the Finance Committee at a meeting to be arranged in early November.

5. Review objectives for 2010/11 – meeting to be arranged in early November.

6. Set dates for budget/objective meetings for 2011/12 – Meeting to be organised for early November with a view to presenting at the November PC meeting.

7. Exclusion of press and public

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw

8. AOB. none

Meeting closed at 10.10pm