



# ***WOOTTON and EAST HUNSBURY PARISH COUNCIL***

***Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED  
Tel: 01604 705055 Fax: 01604 705777***

## **MEETING FOR FINANCE & HR COMMITTEE**

***on Wednesday 24<sup>th</sup> February 2010 at 19.00pm***

Present: Cllrs Savage (chair), Rayner, Nunn, Bartley. Pauline Whittall Finance and HR Assistant

### **1. Opening Procedures**

- a. To receive and approve apologies for absence – apologies received from A. Gonzalez De Savage (work commitments) – it was resolved to approve these apologies.
- b. Confirmation of [Minutes](#) from December 2009 –it was resolved to approve the minutes as correct.
- c. Declarations of interest - none

**2. Review half year accounts for Parish and WCSC** - The figures were reviewed and discussed. No issues were raised.

**3. Review forecast for second half of year** – the figures were reviewed and discussed. Items that have been promised and not paid this financial year will be transferred into a “holding account” for when they are claimed.

**4. Proposed Budget reports for 2010/11** – a discussion was held around the proposed reports. It was agreed to include a variances column into the figures. Cost Centre controllers will receive a full breakdown of all categories, the finance committee will receive the summary headings and the Parish council meeting will have a top line summary. Cost Centre controllers will have to give written feedback to the Clerk every month to explain any variances to be taken together with a proposal as to how budgets are to be achieved. Forecast reports will also be provided monthly to show grants due, monthly expenditure etc. for the year ahead to aid with planning.

**5. Audit Report** - report received from Di Issacs reviewed by the Councillors – action points to be carried out by deadlines. With the new finance package it is anticipated that the end of year

**6. Staffing issues : None**

**Meeting closed at 8.00pm**

**7. Date of Next meeting – Wednesday 28<sup>th</sup> April 2010**