

**Minutes of Finance Committee Meeting held on Tuesday 22<sup>nd</sup> March 2011 at 7.30 p.m. in the Village Hall**

Present: Cllr Brown, Cllr Denham, Clerk.

1. Apologies for absence: none.
2. Approval of the minutes of the previous meeting was deferred to the next meeting (clerical error by Clerk).
3. The Committee formulated a policy on paying Clerk's telephone expenses, in line with current tax regulations. This will be presented to Council as a recommendation at its next meeting.
4. The Committee formulated a policy on use of internet banking, in line with current financial regulations. This will be presented to Council as a recommendation at its next meeting, together with a request that the Council authorises the Finance Committee to look at the Terms & Conditions of HSBC internet banking and then to complete the application for the service.
5. The quarterly internal audit was done later than usual owing to practical difficulties. Mr J Lack has agreed to do the internal audit for the year ending 31<sup>st</sup> March 2011.
6. The Committee agreed the basic principles of what the Council's finance/accounting spreadsheets should contain for the financial year 2011-12. It should be based on the categories identified in the budget, and allow both budgeting to be monitored, and the preparation of monthly statements and final accounts. The principle is to start as simply as possible and only refine as necessary.

The meeting closed at 8.25 p.m. There was no public question time.

Signed: ..... Date: .....  
 (Chairman)