

**Minutes of a meeting of the  
FINANCE COMMITTEE  
held on  
Monday, 8<sup>th</sup> February 2010 in the Committee Room  
Freight House, Bradley Way, Rochford**

**Councillors Present:** Chairman R Mitchell, Mrs T Bateman, Mrs E Chippette, J Dickson, Mrs M Dorrell, K Holmes, V Leach, D Weir and Mrs M Weir.

**Also Present:** Mrs J Fern, Mrs A Heath, A James and R Patient.

**1. To receive apologies for non-attendance at meeting:**

Cllr Mrs Glynn – another meeting.

**2. Declarations of Interest:**

There were no declarations of interest.

**3. Action Update List:**

No action points.

**4. Financial Report:**

The Clerk went through the report and advised if the committee's intentions were to continue as planned it would be below budget by the end of the year. There were no questions and Members accepted the financial report.

**5. Internal Audit Report:**

The Clerk commented that the internal audit report gave HPC a clean bill of health. Cllr Holmes requested it be noted that the Clerk had done a good job and the committee were grateful to get such a decent report, Members expressed their agreement.

**6. Purchase of Publisher 2007 (for Newsletter production):**

The Clerk sought Members approval for the £270 cost and explained it would be in order to take full advantage from the course. Cllr Leach asked if use of Open Office had been considered and the Clerk replied that he had suggested Publisher as they had been trained to use that. The Chairman asked for a show of hands in favour and Members approved the request.

**7. Agree Grant for Kids Choir 2000 (Christmas songs):**

The Clerk informed that Council granted £250 last year. Cllr Holmes queried the position in terms of budget and the Clerk responded that overall in the grants budget cost centre 107 there was £391 left. **Cllr Mrs Weir proposed a donation of £100** and Members debated this. Cllr Holmes seconded Cllr Mrs Weir's proposal to limit the donation to £100. The Chairman asked Members for a show of hands and the motion was carried. Cllr Dickson questioned under what power and the Clerk replied section 137.

**8. Subscription Renewal – International Tree Foundation (£25):**

**Cllr Holmes proposed the subscription continue to this worthy foundation and Cllr Mrs Dorrell seconded.** Members voted in favour and the motion was carried.

**9. Summary of decisions:**

- Members approved purchase of Publisher 2007.
- Proposed £100 be granted for Kids Choir 2000 under section 137.
- Approved subscription of £25 to International Tree Foundation be renewed.

Chairman