

LOSTWITHIEL TOWN COUNCIL
FINANCE & STAFFING COMMITTEE
MINUTES 17TH AUGUST 2011 AT 7.30P.M.

PRESENT Councillors D.A. Abbiss, C.L. Jewels, Hon. Burgess M. Jones, Hon. Burgess A.W. Nicholls, P. Sweet

IN ATTENDANCE Deputy Mayor Cllr. Mrs. G.M. Parsons, Town Clerk Mrs. L. Austen.

1. Election of Chairman.

Cllr. Nicholls proposed and Cllr. Abbiss seconded that Cllr. Jewels should be Chairman for the ensuing year. Cllr. Jewels accepted and took the chair.

2. Apologies were received and accepted from Hon. Burgess Cllr. Peareth

3. Declarations of interest. Agenda item 7 Cllr. Sweet

4. Town Clerk's retirement gratuity. Calculations were made which will be checked by Cllr. Sweet and Cllr. Parsons and then taken to Council in September in committee. Proposed Cllr. Jones. Seconded Cllr. Nicholls. All in favour.

Accounting system. It was agreed that Brian White should be contacted and asked to set up the new software and get everything installed to commence the accounting year. It was appreciated that there will be a cost involved. The new Clerk can then enter the accounts on a monthly basis. Proposed Cllr. Sweet. Seconded Cllr. Jones. All in favour.

5. New Town Clerk will be Mrs. Sandra Harris, a fully qualified clerk, who will commence 6th September.

6. Town Man public liability insurance. Brian's public liability policy has expired and he is no longer able to undertake maintenance work other than as per his job description. It was decided to employ local people, possibly from ads in the newsletter, as and when necessary for any work required.

7. Housekeeper/Cleaner. Mrs. Bryce has tendered her resignation. She will stay until we have appointed someone and will then show them the procedures. It was agreed to place an advertisement in the next Newsletter and also put a notice on the board.

8. Any other business (for information only)

A query had been raised about the finances pages of the 2011 Annual Report. This was satisfactorily explained.

There being no other business the meeting closed at 8.30p.m.