

Minutes of the Finance Committee meeting held on Monday 23<sup>rd</sup> May 2005

Present: Cllrs. Crafter, Hildrew, Martin and Page - Chairman

In attendance: The Clerk

1. The position of RFO was discussed. As a result it was decided to

**Recommend:** that the Clerk become the RFO and that her hours be increased by 4 hours per week – financial resources are available for this

that Scribe, an accounting programme for Parish Councils be used at a licence fee of £195 per year.

It was agreed that a job description be drawn up and that the terms of reference for the finance committee and the Council's Standing Orders be reviewed and amended where appropriate. After circulation these will be considered by the committee prior to the July meeting of the Council.

Hours and salary scale will be reviewed by the committee before the November discussions about the precept.