

**MINUTES of the Admin & Finance Committee meeting held in the Book Café of the Village Hall,
Main Street, Little Downham, on Thursday, 3 July 2008 commencing at 7.00pm.**

Committee members present: Cllrs DA Adams-Payne, in the chair, and CE Hall, EW Hall and RS Martin (7.03pm).

In attendance – Cllrs BL Taylor, AJ White and KO Winters, and D Badcock.

In the absence of the current Chairman, Cllr RC Stacey, Cllr DA Adams-Payne opened the meeting prior to the election of Chairman.

1/08 TO RECEIVE APOLOGIES FOR ABSENCE

1. Apologies were received from Cllrs CM Frankland and RC Stacey, Dist. Cllrs A Bailey, T Goodge and County Cllr P Read

2/08 TO ELECT ADMIN & FINANCE COMMITTEE CHAIRMAN FOR 2008/09

1. It was proposed by Cllr CE Hall, seconded by Cllr RS Martin.

RESOLVED: To elect Cllr DA Adams-Payne as Chairman for this meeting.

3/08 TO APPROVE MINUTES OF PREVIOUS MEETING(S)

1. **RESOLVED:** The minutes of 6 March 2008 were approved and signed as a true record.

4/08 MATTERS TO REPORT

1. **(Mins.12/07) To consider advertising for a Handyman** – The Council appointed Keith Norton as Parish Council Handyman with effect from 11 May 2008 and approved the committees' recommendation of an hourly rate @ £6.00.

5/08 FINANCE

1. **To review current financial status & budget 2008/09** – The current financial situation was reviewed and approved. The Handyman has negotiated with the Community Young Offenders who are prepared to re-paint the spectator shelter at Little Downham Recreation Ground. Work is due to commence in two weeks and relevant paint and brushes need to be supplied by the Council.

RESOLVED: To vires £100 from play area repairs/maintenance to Downham Recreation Area and approve the purchase of paint and materials to the value of £100, hereby authorised in accordance with standing orders 54.2.

There being no further business, the meeting was closed at 7.15pm.

