

**MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON 16<sup>TH</sup> NOVEMBER 2005**

**PRESENT**

Mr. Steeples presided over Mesdames Harrison and Holmes and Mr. Mackin.

**1. APLOGIES**

Messrs. Wren, Coward and Gray.

**2. DECLARATIONS OF INTEREST**

None.

**3. LETTERS OF THANKS**

Two letters of thanks have been received by the Town Council – one from the minister at the Methodist Church and the other from Mrs Martin.

**4. GRATUITY – PREVIOUS CLERK**

Further information regarding PAYE Regulation 72 has been received from HM Revenue and Customs. The Regulation was studied and further advice is to be sought.

**5. SHEFFORD SUMMER FAYRE**

A 'flyer' and a sample entry form to rent a 'pitch' has been received from the Shefford Lights Committee as the Town Council will be running next year's Summer Fayre.

**6. FORMATION OF LEISURE AND AMENITIES COMMITTEE**

Bearing in mind the Town Council will be running next year's Summer Fayre and other social events, it has been decided to form a Leisure and Amenities Committee. It is anticipated that it will comprise of four Town Council members and additional volunteers as and when required. An outline of the format and duties will be given by the Mayor at the next full Council meeting on 25<sup>th</sup> November.

**7. CONTRACT – CLERK**

A system to enable the Council to carry out an annual Appraisal and Review of the clerk's responsibilities and salary is to be introduced prior to the end of the current fiscal year.

**8. REVIEW OF SCHOOL STRUCTURES**

A letter has been received from the County Council informing members that they are undertaking a review of its three tier system of lower, middle and upper schools. As there is a real awareness that parents and people in the wider community have a special interest in education, the County Council has issued a Newsletter. To assist with this the Member Working Group responsible for the review will be issuing a series of newsletters and will also be using the Beds C C website to provide up to date information. Mrs Harrison informed members that she will study Issue 1 of the Newsline in order to gather the salient points.

**9. ANY OTHER BUSINESS**

A list of all Penalty Charge Notices issued over the last six quarters has been received from the District Council. It was noted that the reasons warranting the issue of parking tickets were : Parking Longer than Permitted, Parking in a Restricted Street During Prescribed Hours and Parking in a Disabled Bay Without Showing a Badge.

The meeting closed at 10.20 p.m.

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