

# Woodchester Parish Council

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30<sup>th</sup> June 2011

Minutes of the meeting of Woodchester Parish Finance Committee held in The Undercroft on Wednesday 29<sup>th</sup> June 2011, 6.30pm

Present: Cllrs Bastin, Wigzell and Swait

In attendance: Duschanka Sutherland (Clerk to the Council)

- 1. To elect a Chairman and Vice Chairman**  
Cllr Wigzell nominated Cllr Bastin as Chairman and this was seconded by Cllr Swait. Cllr Bastin nominated Cllr Swait as Vice Chairman and this was seconded by Cllr Wigzell.
- 2. To accept apologies for absence**  
There were no apologies.
- 3. To receive questions from members of the public**  
There were no members of public attending.
- 4. To receive declarations of interest in items on the Agenda**  
There were no declarations of interest.
- 5. To approve the minutes of December 9<sup>th</sup> 2010**  
These were approved.
- 6. To receive a financial report for the latest period**  
This was received and discussed. Cllr Swait queried the cost of web hosting but it was agreed this was in line with previous year's expenditure.
- 7. To review budget versus expenditure 2009/2010**  
This could not be reviewed as the calculating column was incorrect. The clerk to rectify and circulate for comment.

**To review budget versus expenditure 2010/2011**

- This was reviewed. Cllr Bastin queried when the grant for the Parish Plan update would be received and the clerk confirmed not until the update had been completed.
- The accounts for the Woodchester Word were discussed. The clerk confirmed it was not overly onerous to do these but it was agreed that she would speak with the editor, Iain Dunbar, to see if there was someone who may be interested in taking on this task. It was also confirmed that the funding of the Woodchester Word was due to be discussed at the next full Parish Council meeting.
- It was noted that expenditure for the publishing of the VDS would be required this year but this has been earmarked.
- The clerk and Cllr Swait to arrange a meeting to conduct an internal review of all accounts and underlying documentation.

**8. To receive questions from members of the public**

There were no questions.

The meeting closed at 7.00pm

Chair.....

Date.....