

## Minutes of the meeting of the Finance Committee held at 7.00pm on Monday, 17<sup>th</sup> February 2020 in the Parish Council Committee Room

**Present:** Councillors – Peter Gee, Chris Farrance, Steve Airton, Sarah Craig, Stuart Elborn, Diana Harvey  
**In attendance:** Karyn Reid (Executive Clerk)

### 19/20FC 43. OPEN FORUM

No members of the public were present.

### 19/20FC 44. APOLOGIES FOR ABSENCE

No apologies were received – suggestion of Cllr Dorothy Harvey to attend in role of Policy Chairman.

### 19/20FC45. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

The Committee members requested dispensation to discuss the precept, which was granted by the Executive Clerk and will be valid until 31<sup>st</sup> March 2020.

### 19/20FC 46. DECLARATIONS OF INTEREST

No declarations made for any item on the agenda.

### 19/20FC 47. APPROVAL OF MINUTES & ACTIONS LOG

- i) Cllr Airton proposed that the previously distributed minutes of 16<sup>th</sup> December 2019 Finance Committee meeting be signed as a correct record; seconded by Cllr Craig and **AGREED** by all. The minutes were signed by the Committee Chairman
- ii) Actions Log – No comments were raised.

### 19/20FC 48. BUDGET PLANNING

- i) To review YTD spend against 2019/20 budget and forecast spend inc. Reserves  
It was noted that overall spend to date was at 83% of budget and appeared to be on track to prevent any shortfall on the budget.  
The Executive Clerk informed all that whilst budgeted projects within the EMR had been carried out and money spent, she had not transferred any funds from the reserves hence the current spend percentage. It was **AGREED** that a 'narrative' would be drafted in the April Finance meeting explaining why some accounting lines had a shortfall and others an overspend.  
**ACTION:** Executive Clerk to add to next Finance Committee agenda.

Cllrs noted that the current software system and budget process lacked forecasting tools.  
Cllr Farrance presented the Reserves statement circulated and discussed at Full Council on 03.02.20. It was **AGREED** that additional columns are to be added to show in year spend and to clarify year end figures.  
It was **AGREED** that S106 figures should also be visible but not included within the reserves balance.  
**ACTION:** Cllr Gee will work with the Executive Clerk to amend statement and circulate.

- ii) To discuss and agree additional projects;

Cllr Gee suggested the Council identify more projects which required funding;

- Staffing Resource & Website – Recommendation for the Staffing Committee to review the need for a part time Communications Administrator, to focus on social media and the Council's online presence.
- Website – Cllr Craig confirmed to all that from September 2020 the current website would not be legally compliant. The Finance Committee recommended an exercise of due diligence on the potential costs, suggesting a working group of Council members only.

**ACTION:** Executive Clerk to circulate recommendations to Staffing Committee and add Website Working Group to Full Council 02.03.20 Agenda.

- Appleton Hall & Parish Office Refurbishment – Recommendation for the Planning Committee to review the current budget for the Appleton Hall refurbishment inc. Parish Office to assess if more funding is required.

**ACTION:** Executive Clerk to circulate recommendations to Planning Committee.

- Additional Community Buildings – inc. feasibility study

Cllr Farrance informed all that the NatWest Building was going to Public Auction in April 2020. Discussions identified that there would be a general interest in securing the building as a Community asset, however it was noted that purchasing property via auction would be too high risk. The Committee recommended further investigation including possibility of securing the property as a direct private sale.

**ACTION:** Cllr Gee to make contact with NatWest Property Department.

- Open Spaces / Play areas

Cllr Airton confirmed that the playgrounds have been identified on the E&A projects list as requiring refurbishment and/or improvement.

A request was also made for approval to spend up to £5000 on drainage in and around the Cricket pitch at St Marys Park, to enable junior games to take place in May 2020 whilst the Pavilion and grounds were still undergoing works.

Cllr Elborn proposed a budget spend of up to £5000, seconded by Cllr Diana Harvey and **AGREED** by all.

- Donations / Grants

Cllr Farrance made suggestions of assisting local community groups utilising the grants and donations budget offering indirect financial support such as purchasing match day tickets, prize giving and supporting events.

### **19/20FC 49. FINANCE APPROVAL**

i) Review circulated quotations and approve next step and/or spend;

- VE DAY Screen costs

Approval in principle had previously been granted via Full Council, and the Deputy Clerk circulated three quotes for consideration. The Finance Committee requested that both the Executive Clerk and Deputy Clerk decide which supplier to instruct.

- New HWPC Gazebo plus covers

Due to high winds, the double gazebo was damaged during the Christmas market. Replacement quotations were circulated for consideration as well as possible solution to repair the frame. It was **AGREED** to look to carry out the low cost repairs (under £100) in the first instance.

**ACTION:** Horticulture & Amenities Officer to source materials and look to repair frame.

- Artificial Grass for outside play area

The Executive Clerk requested approval of spend to replace the muddied grassed play area at the Appleton Hall with artificial grass.

The Finance Committee **AGREED** a budget up to £4000.

**ACTION:** Executive Clerk source three quotations and instruct accordingly

ii) To approve list of payments (attached)

Cllr Diana Harvey proposed approval of the payments listings; seconded by Cllr Airton and **AGREED** by all.

### **19/20FC 50. CHAIRMAN'S ANNOUNCEMENTS**

Cllr Gee informed all that Contractors had recently painted the Walled Garden and noted what a difference it made to the appeal of the High Street.

### **19/20FC 51. POLICY**

To review new and current policy requirements;

- i) Business Community Support

Cllr Farrance drafted and circulated a Business Community Support document which combined several proposals to better the community and the Parish Council's community presence. The focus on community engagement within the High Street, highlighting the Village's character and uniqueness to make it a destination that people would like to travel to.

The first step would be for HWPC to hold a breakfast meeting to gauge support and see if businesses will financially contribute.

The Finance Committee were in support of the proposal and recommended possible location of Courtyard Café in the first instance.

**ACTION:** Cllr Farrance to engage with Businesses and arrange first meet.

In line with the above proposal, Cllr Farrance discussed a recommendation on the potential increase in car parking fees suggested by HDC. Cllr Farrance suggested responding to HDC with a balanced rate of fees, all **AGREED**.

**ACTION:** Cllr Farrance to engage with HDC and submit figures.

ii) Policy Schedule – to be discussed at next meeting due to time constraints.

**19/20FC 52. PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK**

Cllr Airton noted that there were concerns over the level of insurance cover for the Pavilion and that it was **AGREED** that the Parish Council would not accept a handover from Bewley’s until satisfied that appropriate cover was in place.

**ACTION:** Executive Clerk to discuss / meet Insurers asap.

**19/20FC 43. CORRESPONDENCE**

No correspondence received.

There being no further business the meeting closed at 9.41pm.

.....Chairman

.....Date

Appendices

- Actions Log
- Budget 2019/20 YTD Figures
- Payments Listing
- Business Community Support Policy