

**Minutes of the meeting of the Finance Committee held at 7.00pm
on Monday, 23rd September 2019 in the Parish Council Committee Room**

RECONVENED MEETING DUE TO PART POSTPONEMENT

Present: Councillors – Peter Gee (Chairman), Steve Airton, Chris Farrance, Sarah Craig, Stuart Elborn, Diana Harvey

In attendance: Karyn Reid (Executive Clerk)

Item No.

19/20FC

11. OPEN FORUM

No members of the public were present.

18/19FC

12. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Roger Robertson.

19/20FC

13. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

No requests for dispensation were received.

19/20FC

14. DECLARATIONS OF INTEREST

No declarations made for any item on the agenda.

19/20FC

15. BUDGET PLANNING

i) The draft Budget briefing document was circulated prior to the meeting. It was recommended that Capital Reserves, General Reserves and all S106 should be included within the document with details of what funds are ringfenced or limited to projects.

It was agreed for the EMR to also show which Committee would be responsible, if applicable.

Cllr Craig offered to make amends to the briefing document as per discussion and support to the Executive Clerk.

It was agreed for the briefing document to be circulated at Full Council in October 2019.

The briefing document and current budget with a detailed breakdown would be as an agenda item for discussion at Committees in October, approval at Committee in November and to submit for review to Full Council in December 2019.

The Finance Committee would collate the budget, including any recommendations from Full Council ready for approval of complete budget in January 2020 at Full Council.

ACTION: Cllr Craig to update Briefing document and Executive Clerk to update current budget and provide further details ready to circulate to Committees.

ii) Update EMR list – it was agreed that this would now form part of the above process.

iii) To approve and ratify bank balances as at 31.07.19 (as per 02.09.19 FC meeting)

Cllr Farrance confirmed he had reviewed the appropriate documentation and the reports were a true and accurate report of the bank statements.

Steve Airton proposed approval; seconded by Cllr Diana Harvey and all **AGREED** to approve the 31.07.19 bank balances.

1/209FC

16. CLOSED ITEM

The Executive Clerk requested approval for an additional 4 hours per week for the new role of Deputy Clerk – Events & Amenities to allow for the increase in work load from the E&A Committee responsibility.

It was also recommended by the Executive Clerk for a further increase of hours in the New Year to take the role to 30 hours per week. This would alleviate pressure on the Executive Clerk, distribute resources within the Parish Office as well as support ongoing development of the Deputy Clerk for succession planning.

Cllr Elborn proposed approval of the additional hours; seconded by Cllr Diana Harvey and all **AGREED**.

19/20FC 17. FINANCE APPROVAL

- i) To review statements against cash and investments report (attached)
Executive Clerk also provided Committee members with 1st Qtr report for review against budget. All documents were received and reviewed. Cllr Craig enquired as to whether the Council was on track to meet operational expenditure as budgeted. The Executive Clerk informed all that planned projects were already underway and anticipated expenditure was on track.
- ii) To approve payments listing – there were no payments to approve.

19/20FC 18. 201/2020 PROJECTS

- i) To review schedule of projects;
Cllr Gee asked for more details regarding the Sensory Garden. The Executive Clerk informed all that HDC Countryside Team had been involved and it had been indicated that there would be some funding made available.
- ii) To discuss future projects;
Cllr Craig updated all regarding the focus on the Parish Council website, confirming the first stage is clean up of data. Cllrs and Staff have been allocated pages to review and will submit their updates to either the Executive Clerk or Cllr Craig by the end of the month.
Cllr Farrance requested for the Conservation Area Review to also be added to the future projects list.

19/20FC 19. CHAIRMAN ANNOUNCEMENTS

There were no announcements.

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

There were no matters to raise.

19/20FC 21 CORRESPONDENCE

No correspondence received.

There being no further business the meeting closed at 7.53pm.

.....Chairman

.....Date