

Minutes of the meeting of the Finance Committee held at 11.30am on Friday, 4th September 2020

Present: Councillors – Peter Gee, Chris Farrance, Steve Airton, Sarah Craig, Dorothy Harvey and Stuart Elborn

In attendance: Karyn Reid (Executive Clerk)

19/20FC 64. OPEN FORUM

No members of the public were present.

19/20FC 65. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Diana Harvey.

19/20FC 66. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

N/A.

19/20FC 67. DECLARATIONS OF INTEREST

Ref; item 19/20FC 70 i) Oakwood School - Cllr Gee informed the Committee that whilst it was not a pecuniary interest, he would like it noted that as the Treasurer of Rotary, he had an influence over what projects were approved and received funding.

19/20FC 68. APPROVAL OF MINUTES & ACTIONS LOG

i) Cllr Farrance proposed, subject to removing the error on the meeting location, that the previously distributed minutes of 29th June 2020 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 – All completed actions were noted by the Committee. Cllr Farrance enquired on the status for the proposed increase in parking charges. The Executive Clerk confirmed that this had been deferred and was planned for submission to the HDC Scrutiny Committee in January 2021. It was **AGREED** to remove this item from the Actions Log until that time.

19/20FC 69. BUDGET REVIEW & PROJECT PLANNING

i) To review Quarter 1 spend v's budget

The Finance Committee received the spend v's budget for the first Quarter of 2020/21. It was noted that the accounting lines which were particularly impacted by the COVID19 lockdown and restrictions, included the income for the Community Bus, expenditure on IT equipment / upgrades and the lack of expenditure on community events, older person wellbeing and youth provision. There had been an increase on unbudgeted expense for COVID19 mitigation and support.

Cllr Airton noted that as the Solar Farm negated to pay the community fund last year, there would be two payments this year creating an excess of £1800.

ii) To review and agree journals for budget 20/21

The Executive Clerk circulated prior to the meeting, a list of all journals for approval. These included projects previously agreed and the movement of funds to the new COVID19 budget line. The total transfer of funds from the general reserves was £12,181. Cllr Gee has drafted a prof forma document to be used for the Reserves statement going forwards.

Cllr Elborn proposed approval of the payments listing; seconded by Cllr Dorothy Harvey and **AGREED** by all.

iii) To receive any recommendation for additional funds for Council projects, if applicable

No requests for additional funding were received.

19/20FC 70. FINANCE APPROVAL

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

- Oakwood School – support for playground

A proposal to provide a 'top up' amount of £2000 for new play equipment in response to COVID19, was tabled at the meeting. It was noted that the request for funding had come via Rotary and not as a direct request from the School or the PTA. Cllr Dorothy Harvey suggested the use of the Solar Farm community fund contribution to offset any possible contribution.

It was **AGREED** that more information was required to move forward on this request. A discussion regarding the Grants Policy determined that Cllrs were not familiar with the selection criteria for grant applications.

ACTION: Executive Clerk to approach the school regarding the project and need for funding.

ACTION: Executive Clerk to circulate the Grants Policy to Finance Committee members.

- Victoria Halls Charity – COVID19 Impact

Cllrs Farrance and Gee, along with the Executive Clerk met with members of the Victoria Hall Charity to discuss the impact of COVID19 on the future financial sustainability of the Halls and the steps which had been taken to try and mitigate this.

It was **AGREED** that although no action was required at present, open dialogue between the Council and VHC would continue.

- Approve SiD to purchase

Further to the approval of costs in principle for the purchase of two Speed Indicator Devices for use around the Village, the Executive Clerk requested support in producing the specific products felt appropriate for the continuing needs. A product specification was discussed and **AGREED**.

ACTION: Executive Clerk to use product specification to procure items asap.

ii) To approve list of payments (attached)

No payments to approve.

19/20FC 71. CHAIRMAN'S ANNOUNCEMENTS

Cllr Gee reiterated that he will aim to produce a clear and concise position statement for the general reserves.

19/20FC 72. PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

No announcements.

19/20FC 73. CORRESPONDENCE

No correspondence.

There being no further business the meeting closed at 12.25pm.

.....Chairman

.....Date

Appendices

- Actions Log
- Budget 20/21 YTD Figures
- Journals to be approved End of Qtr 1 20/21
- Payments Listing