

**Minutes of the meeting of the Finance Committee held at 4.30pm on Friday 30<sup>th</sup> April 2021 via Microsoft Teams.**

**Present:** Cllr Peter Gee, Cllr Chris Farrance, Cllr Steve Airton, Cllr Sarah Craig, Cllr Diana Harvey, Cllr Stuart Elborn and Cllr Richard Dodds.

**In attendance:** Karyn Reid (Executive Clerk) and Cllr Richard Dodds

**20/21FC 28. OPEN FORUM**

No members of the public were present.

**20/21FC 29. APOLOGIES FOR ABSENCE**

No apologies were received.

**20/21FC 30. DISPENSATIONS & DECLARATIONS OF INTEREST**

**No interests were declared.**

**20/21FC 31. APPROVAL OF MINUTES & ACTIONS LOG**

i) Approve the minutes of the meeting 15<sup>th</sup> February 2021 (attached)

Cllr Harvey noted that the minutes reads S102 funds, however, it should be corrected to S106 funds.

Cllr Farrance proposed that the minutes of the Finance meeting of 15<sup>th</sup> February 2021 be signed as a correct record, subject to the amendment above; seconded by Cllr Harvey.

**AGREED by all.**

ii) To briefly review actions from last meeting (attached)

The actions log was briefly reviewed by the Committee.

**20/21FC 32. BUDGET REVIEW**

i) To review spend v's budget as at 31.03.21 and Year End position

The Committee discussed the spend v's budget and Year End position. Several Councillors had queries which were answered by Cllr Gee and the Executive Clerk. Cllr Craig suggested a summary paragraph be written to support and provide clarity on the financial documents, to ensure the spend v's budget is comprehensive.

**ACTION: The Executive Clerk and Cllr Gee to write a supporting statement for spend v's budget and Year End position.**

ii) Review and approve any journals for Quarter 4

The Committee reviewed the journals for Quarter 4. Councillors' queries were clarified by the Executive Clerk and Cllr Gee proposed approval of journals for Quarter 4; seconded by Cllr Elborn.

**AGREED by all.**

iii) Review reserves statement and 21/22 movement against future Capital projects

The Committee briefly reviewed the reserves statement and 21/22 movement against future capital projects.

**20/21FC 33. FINANCE APPROVAL**

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

Additional funds for Speed Indicator Devices (SIDs)

The Executive Clerk informed the Committee that the speed indicator devices will arrive shortly. Community groups/residents are looking to set up scheme using handheld speed devices to help prevent speeding in the local area. A request for additional funds of £1200 to be taken from the reserves to purchase a handheld SIDs which will be at the community's disposable for residents trained by police to use. Cllr Craig noted the importance of keeping a record of where the SIDs are used to better understand where the problem areas are to respond accordingly.

Cllr Farrance proposed approval of additional funds for Speed Indicator Devices; seconded by Cllr Craig.

**AGREED by all.**

COVID Screening – Community Bus Branding / Wrap – Community Bus

The new community bus requires COVID screening installed to meet current government requirements. The Executive Clerk noted that the payment may be claimed back from HCC, however, it should not be approved on this basis.

Cllr Harvey proposed approval of spend for COVID screening for community bus; seconded by Cllr Elborn.

**AGREED by all.**

The two different community bus branding / wrap design options were discussed by Councillors. The Committee addressed the benefits of both, but all agreed Option 1 was the most appropriate design for the new community bus.

Cllr Farrance proposed approval of design Option 1 for the Community Bus Branding / Wrap; seconded by Cllr Harvey.

**AGREED by all.**

ii) To approve list of payments listing (attached)

Cllr Airton proposed approval of payments listing; seconded by Cllr Elborn.

**AGREED by all.**

#### **20/21FC 34. FINANCE COMMITTEE MATTERS**

i) Review summary of costs approved and actual spend (i.e. projects completed - (circulated))

The summary of costs approved and actual spend were reviewed by Committee. The Executive Clerk addressed the several additional spends outside of budget. Cllr Craig suggested changing spreadsheet heading for clarity. Cllr Dodds suggested adding additional column 'Anticipated Spend in 21/22'.

ii) Receive summary of Internal Audit feedback (circulated)

The Committee received summary of interim Internal Audit feedback. There were not any issues identified with Finances. Given the move to online meeting over the past year, several issues were identified with online compliance which will be addressed before completing external audit in June.

**ACTION: The Executive Clerk and Support & Communications Officer to ensure necessary website updates are completed.**

iii) Discuss dates and process for external audit process (attached)

The external audit will take place on 14<sup>th</sup> May 2021.

iv) New Vehicle Funding Agreement – HCC (circulated)

It was noted that the New Vehicle Funding Agreement drafted by Hampshire County Council for release of the remaining S106 funds, was circulated and approved by Community Bus Working Party.

**20/21FC 35. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**

**Cllr Peter Gee** – addressed pre-planning application for flagpole installations. The Deputy Clerk is in the process of collating those interested in the flagpole installation for local businesses.

**Cllr Chris Farrance** – suggested a brief one-page, time-based analysis on Pavilion and Victoria Hall.

**20/21FC 36. CORRESPONDENCE & DATE OF NEXT MEETING**

The next meeting will be held on Thursday 22nd July 2021 at 7.00pm.

There being no further business the meeting was closed at 6.04pm.

..... Chairman

.....Date

**Appendices**

- Actions Log
- Budget 20/21 YTD Figures
- Journals to be approved End of Qtr 4
- Reserves Statement
- Payments Listing