



**MINUTES OF THE MEETING OF
The Finance & Administration Committee
Monday 5 July 2021 at 7.45pm**

Councillors taking part: Vianne Gibbons (Chairman and Chairman to the LPC) (VG), Charlie Hollister (CH), Tony Oliver (TO).

Also present: Jan Capon (RFO) (JC) who took the minutes.

There were no members of the public in attendance at the meeting.

1. To elect a Vice Chairman to the committee.

It was proposed and **Agreed** that Tony Oliver will be the Vice Chairman to the committee.

2. To receive and record any apologies for absence.

Apologies received from Councillor Susan Luckhurst (substitute member to the committee).

3. To receive and agree any decision regarding any item to be taken as confidential.

None.

4. To receive any declarations of pecuniary interest on items in the agenda.

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(As agreed by LPC 21 Jan 13)*).

None received.

5. To receive any signed dispensation requests for any item on this agenda.

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved (see dispensation form). This follows the agreement made by the LPC at the meeting held on the 17 July 2017).

None received.

6. To agree and to sign as a correct record the minutes:

F&A Committee meeting held on the 12 April 21 (216-219)

The minutes of the meeting on 12 April 21 were duly **AGREED** and signed by the Chairman.

7. To receive any questions/comments from the public, and to note of anything tabled by the Clerk.

None.

8. Reconciliation of bank accounts

- a. To reconcile the bank account balances to the accounts and bank statements, and to sign the Bank statements as Confirmation-**Copy statements were supplied to members and all bank balances were agreed to the Appx A balance as at 31 May 21. The Vice Chairman signed the Bank statements accordingly.
- b. To review bank balances in line with FSCS arrangements-** All balances are in line with FSCS limits (£85k) as at 31 May 21.
- c. To review bank credit interest, and what is available-** Information received from NALC d/d 2 June 21 was circulated and discussed (caption from doc stated "councils should maintain their focus on security, diversification, and liquidity"). It was **Agreed** to keep funds easily accessed, and within the present bank accounts.

- d. **To review bank charges-** New tariffs and standards & conditions had been received from UTB. The RFO will read through them and pass on anything of concern to the committee.

9. Examination of finance position & RFO Reports (ongoing agenda item):

- a. **21/22 -To discuss the financial position of the Parish Council, and to examine spends and income as relevant.** Items highlighted by the RFO included the following:

Admin- Stationery costs, memberships- continue to monitor.

PCH-Continue to seek best prices for water supply and waste water, change in supplier for gas & electric will happen on the 1st August (as agreed by the PCH committee 28 Jun 21) Play area maintenance continue to monitor, (some repairs have been agreed by the PCH committee 28 Jun 21). Regular operational checks on play equipment have been agreed by PCH committee and may take the budget slightly over target.

LPC- Shed project has been delayed by LAA, so money set aside by LPC to cover replacement fencing etc will not be needed this fiscal year. Contingency-Bill has been paid for play equipment training, invoices are going out to all Parishes which took part, to cover costs. Budget still set aside for bin emptying on LPC land, but will not be needed by MBC as they are happy to provide their services with no cost. However, it was agreed by the LPC (21 Jun 21) to empty x3 bins for 'salts wood', **Agreed** by the committee for the cost for this to come out of this budget.

Earmarked reserves- Projects which have been completed include: Planters on village green (LGA 1894 S8), shutter over main door on Pavilion (LGA 1976 s19), Bench on village green (LGA 1894 S8), RBS set up of new accounting system (LGA 1972 s111), 50% paid towards the erection of new fencing around small child's play area (PHA 1875 s 164).

Income- Some concern was raised on the lack of income so far for this fiscal year as the covid restrictions were still in place at the start of this fiscal year. Predicted income for the remainder of the year based on information, shows at year end 21/22 that income could be down by about 46.5% on what was expected. It was discussed & **Agreed** by the committee for the Staff Office to advertise the Pavilion facilities for hire on Facebook, & LPC website ASAP-**Action KO to take forward.**

- b. **To receive information on credit card transaction and action.** An error on a credit card transaction was discussed, and it was agreed that this matter has been satisfactorily rectified.
- c. **To ratify payment to MI payroll for submission of P11D's to HMRC- Ratified-** It was also **Agreed** that in view of the professional services offered by Mi Payroll that it is prudent for them to make future submission of P11D's on behalf of the LPC.
- d. **To ratify payment to ROSPA following play/exercise equipment training, and invoices to neighbouring Parishes who took part. Ratified**

10. To discuss monthly payment authorisation.

It seems likely that the covid restrictions will be lifted by the Government WEF 19 July 21. It was **Agreed** that the monthly system used during lockdown should continue with payments to be authorised over £500 and also all salary payments. This can be done via email to the LPC Chairman in the first instance, or LPC Vice Chairman. It was suggested implementing a policy to support this. **Action RFO**

11. To receive end of year accounts LPC Allotments Charity-287389

Accounts were noted by the committee. VG as Chairman to the Trust will email the Gardeners Treasurer asking for a copy of the insurance documents for information purposes.

12. Funding (ongoing agenda item):

- a. **To review and discuss any funding challenges/ issues/applications.**

Available funding information was circulated and noted.

13. Risk (ongoing agenda item):

- a. **To review and discuss any risk management issues with regards to finance.**

The matter of lack of income from the hire of the Parish Pavilion was mentioned (see also item 9a above), and was classified as low risk, but continue to monitor.

14. Publications/website/social media (ongoing agenda item):

To discuss matters generally and make any decisions as relevant- See item 9a above.

15. Ratification of any Round Robin agreements

None.

16. To discuss and make any decisions on the following reviews as circulated:

- a. **Contracts Log including regular services**-Noted and **Agreed** as listed.
- b. **Donations, Memberships, Magazines**-Noted and **Agreed** as listed. **Action RFO** to find out which Councillors would like to receive the LCR magazine (Next LPC meeting 19 July 21)
- c. **Data Protection Privacy Notices**- Noted and **Agreed**, no changes to be made.
- d. **Complaints Policy**- Noted, no changes to be made (last amended Oct 20).
- e. **Complaints, concerns, enquiries log**- Nothing included on the log was raised by the committee. However, it was felt by members that it is a very informative and well put together document, and was **Agreed** that it should be circulated and included on the main LPC agenda on an ongoing basis, which will give Councillors the opportunity to comment. **Action KO to take forward.**
- f. **Assets Register for the LPC**-Noted, **Agreed**, nothing to report.
- g. **Direct Debits & Standing Orders**- Noted and **Agreed** as listed.
- h. **Credit Card Arrangements**-Noted and **Agreed**, no changes to be made.
- i. **Microshade contract for hosting site**- It was noted by members that following the changes to the Councillors mailboxes, from Vision ICT to Microshade, that it is a lot better to use. **Agreed** to continue with the services provided by Microshade VSM.
- j. **Unicom-Mobile Phone, broadband & landline services**-A letter had been received from Unicom which stated that the mobile contract has expired but they will continue with offering the 'sim only' service for £9.85pm. Broadband supply is due to expire 29/12/22 and the telecoms is due to expire 11/11/22. **Agreed** to continue with the mobile 'sim only' for the time being. (see also contract log).
- k. **Agreement held with HR services**- **Agreed** to continue on a PAYG basis (5 hours 50 mins remaining as at Feb 21).

17. To discuss any other matters for information only

Nothing raised.

The meeting closed at 21.10

Date of Next Meeting – 10 January 2022