

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE  
HELD REMOTELY USING “ZOOM”  
ON 10<sup>th</sup> FEBRUARY 2021 AT 10.30a.m.**

Present: Cllr Larry Abraham  
Cllr Christopher Alford  
Cllr Sheila Bennett – (*Chairman*)  
Cllr Anne Oxtoby

In attendance: Mrs H Boden - *Clerk*

**1. Apologies for absence**

Apologies for absence had been received from Cllr Sewell.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes**

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 16<sup>th</sup> December 2020, be approved and signed by the Chairman as a correct record.

**4. Review of Income and Expenditure**

The Committee reviewed a Council detail report from 1<sup>st</sup> April 2020 to 1<sup>st</sup> February 2021 and was satisfied that the Council's income and expenditure was in line with budgeted estimates.

RESOLVED: That,

the Council detail report setting out income and expenditure by budget heading as at 1<sup>st</sup> February 2021, be received and noted.

**5. Review of the effectiveness of the system of Internal Audit**

The Committee was advised of the findings of the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Bennett and Sewell on 27<sup>th</sup> January 2021.

RECOMMENDED: That,

the review of the effectiveness of the system of Internal Audit, as set out in Appendix 1 attached to these minutes, be approved.

**6. Risk Management Review**

The Committee reviewed the Risk Management Policy Statement and Risk Management Strategy, approved by the Council on 9th March 2020.

RECOMMENDED: That,

the Risk Management Policy Statement and Risk Management Strategy, as set out in Appendix 2 attached to these minutes, be approved and adopted.

## **7. Financial Risk Assessment**

The Committee reviewed the Council's Financial Risk Assessment, approved by the Council on 9<sup>th</sup> March 2020 and one addition under the Purchase Orders heading was suggested.

RECOMMENDED: That,

the Financial Risk Assessment, as set out in Appendix 3 attached to these minutes, including the amendment, be approved and adopted.

## **8. Risk Register**

The Committee reviewed the Risk Register approved by the Council on 9<sup>th</sup> March 2020.

RECOMMENDED: That,

the Risk Register, as set out in Appendix 4 attached to these minutes, be approved and adopted.

## **9. Reserves**

(a) The Committee reviewed the Reserves Policy approved by the Council on 9<sup>th</sup> March 2020.

RECOMMENDED: That,

the Reserves Policy as set out in Appendix 5, attached to these minutes, be approved.

(b) The Committee reviewed the current reserves held by the Council.

The Clerk reported that the £1,500 new Earmarked Reserve for the Neighbourhood Plan had not yet been set up.

Members commented on the fact that the sum remaining in the EMR relating to the VE Day 75<sup>th</sup> Anniversary event had not yet been transferred back in to General Reserves, as had been agreed at the meeting of the Finance Committee held on 14<sup>th</sup> October 2020.

The Clerk reported that she had been waiting for Mr Munday to submit an invoice for the installation of the new memorial bench, as this was the last payment to be made from the EMR.

The Committee noted that the General Reserves remained high, but that if the proposed re-surfacing of the car park at Manor Field was approved, these would be substantially reduced.

It was also noted that the cost of the recently approved purchase of a mobile CCTV camera at a cost of £7,000 + VAT, was being met from the General Reserves.

RESOLVED: That

the current reserves held by the Council be noted, with the addition of a £1,500 Neighbourhood Plan EMR and the removal of the VE Day 75<sup>th</sup> Anniversary Event EMR.

### **10. Statement of Internal Control**

The Committee reviewed the Statement of Internal Control approved by the Council on 9<sup>th</sup> March 2020.

RECOMMENDED: That, the Statement of Internal Control, as set out in Appendix 6, attached to these minutes, be approved and adopted.

### **11. Assets Register**

The Committee reviewed the Council's Assets Register.

RECOMMENDED: That,

the Council's register detailing land and property owned by the Council, schedule of assets, land leased by the Council and property held in Trust, as set out in Appendix 7, attached to these minutes, be approved.

### **12. Insurance**

The Committee reviewed the Council's insurance schedule as at 3<sup>rd</sup> June 2020, to ensure the Council's assets were adequately insured.

The Clerk reported that the Chairman's Chain of Office was currently included within the General Contents sum insured, which also insures the Village Hall contents.

The Policy does however include a separate Specified All Risks section, where civic regalia can be included. It has therefore been suggested that the General Contents sum insured be reduced by £1,446.92 and that the Chairman's Chain of Office be added to this section

RECOMMENDED; That,

- (1) the Council's insurance schedule forming part of the Council's policy as at 3<sup>rd</sup> June 2020, be noted with no further amendment to the insured sums contained therein other than the annual index linked increases and,
- (2) the General Contents sum insured be reduced by £1,446.92 and the Chairman's Chain of Office be transferred to the Civic Regalia heading, under the Specified All Risks Section.

The Committee noted that the current long term agreement is due to expire in May 2023.

### **13. Subscriptions and Licences**

The Committee reviewed the Council's subscriptions and licences falling due to be paid annually.

Members agreed that due to the current COVID Pandemic, the subscriptions for "Log me in" enabling the Clerk to work from home and "Zoom", enabling virtual meetings to be held, should be continued for another year.

RECOMMENDED: That,  
the Council's subscriptions and licences falling due to be paid annually, as set out in Appendix 8 attached to these minutes, be approved.

#### **14. Review of Investments and Banking Arrangements**

(a) The Committee reviewed the Council's investments and banking arrangements.

The Chairman suggested a slight amendment to the paragraph relating to PINs and passwords.

RECOMMENDED: That  
the Council's investments and banking arrangements, as set out in Appendix 9 attached to these minutes, including the amendment, be approved and adopted.

(b) The Committee considered a letter dated 4<sup>th</sup> January 2021, received from the Nationwide Building Society, regarding the launch of digital banking for Business Savings customers later in the year.

RESOLVED: That,  
the letter dated 4<sup>th</sup> January 2021, received from the Nationwide Building Society, regarding the launch of digital banking for Business Savings customers later in the year, be noted.

#### **15. Funding**

The Committee considered a funding application received from the Hartley Village Hall Trust, towards three specific improvement works put forward by the Trust.

Members agreed that the Clerk should be requested to advise the Trust that the Council is happy to provide financial support, on condition that the Council places the orders and the contractors selected to carry out the required works are instructed to invoice the Parish Council directly, via the Clerk.

The Committee noted that this would allow the Council to "gift" the works to the Hartley Village Hall Trust and to reclaim the VAT element associated with the works.

The Trust would then be expected to advise the Clerk that the works/goods/services have been carried out/received to its satisfaction *before* the Clerk puts forward the invoices for payment.

The Committee noted that the relevant number of quotations for each of the items had been sought and therefore complied with the Parish Council's Financial Regulations.

RECOMMENDED: That,

- (1) the funding application received from the Hartley Village Hall Trust, be approved and the following quotations be accepted:
- the quotation received from Harrison Building Contractors for the sum of £1,320 + VAT, for a replacement steel fire exit door leading from the kitchen, to include a crash bar and wheel chair friendly sills;
  - the quotation received from Harrison Building Contractors for the sum of £190 + VAT, for a new PIR light over the emergency exit leading from the kitchen;
  - the quotation received from The Curtain and Blind Company for the sum of £2,920 + VAT, for replacement stage and front window curtains.
- (2) the Hartley Village Hall Trust be advised that that the Council is happy to provide financial support, on condition that the Council places the orders and the contractors selected to carry out the required works are instructed to invoice the Parish Council directly, via the Clerk at the Parish Council;
- (3) the Trust be requested to advise the Clerk once the works/goods/services have been carried out/received to its satisfaction *before* the Clerk puts forward the invoices for payment and,
- (4) the total cost of the above works be met from the Parish Councils Hartley Village Hall Earmarked Reserve and “gifted” to the Hartley Village Hall Trust.

**16. Date of next meeting**

Wednesday 28<sup>th</sup> April 2021 at a time to be confirmed.

The meeting closed at 11.11 a.m.

Signed:.....

Date:.....

Chairman of the Finance Committee

