

Minutes of the Finance and Management Committee Meeting held on
Tuesday, 26 April 2022 at 2.00 p.m. in accordance with notice given

In the Chair: Councillor Lilly

Present: Councillors Beioley, Oakley, Roberts, Wood (left at 3.00 p.m),
Morris-Wyatt, Wright

In attendance: RFO

FM01.04.22 APOLOGIES – none

FM02.04.22 PUBLIC PARTICIPATION - none

FM03.04.22 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - none

FM04.04.22 MINUTES OF THE PREVIOUS MEETING

Cllr Oakley proposed, “**acceptance of the minutes of 22 February 2022.**” This was seconded by Cllr Beioley and unanimously agreed.

FM05.04.22 RFO’S REPORT – attached

Silver Street car park – the Transfer Deed and Pre-emption Agreement have been received. Cllrs Oakley and Wood considered the documents prior to the meeting and signed the relevant documents at the Finance and Management Committee meeting.

Marle Hill Bus Shelter – It was agreed to fund the mural from the Street Furniture reserve.

FM06.04.22 REFERRALS – none

FM07.04.22 CORRESPONDENCE

GAPTC has sent us an Annual Subscription payment form, the cost of which is £1682.28. It was agreed not to take up the offer.

SDC has confirmed that we will continue to receive small business rate relief resulting in our net liability for the year as nil.

The **Gloucestershire LGPS Fund** year end return is required by 31 May 2022.

Renishaw has awarded us £500 towards Platinum Jubilee celebrations.

FM08.04.22 2021-22 AUDIT

Income from both GCC Highways and Bisley with Lypiatt Parish Council has been delayed and will not appear in the 21-22 accounts.

Committee members considered the end of year budget figures and agreed the following actions:

General Grants	£3495 to be carried forward to 22/23 to fund the current grant awards.
Crime and Disorder	The voluntary payment of £1000 to be suspended until we receive an improved Neighbourhood Warden service.
Fuel and Lubricants	£500 to be carried forward to 22/23 to fund the increase in fuel.
Skips	£400 to be carried forward to 22/23 to fund an outstanding skip invoice.
Covid grant	£481 to be transferred to the Community and Recreational Facilities earmarked reserve.

Cllr Morris-Wyatt asked whether the budget figures could be shown on the report to provide a current budget balance separately, without the inclusion of the other funds. Scribe has been asked about this issue before but it was not possible at that time. It is recommended that Cllr Morris-Wyatt speaks to Scribe about this. **ACTION: RFO/Cllr Morris-Wyatt**

Covid Grants – after deducting the wet pour expenditure of £2,899, there will be a balance of £5,698.74 remaining, £5217.74 of which is in General Reserves. It was agreed to transfer to the Community and Recreational Facilities earmarked reserve. **ACTION: RFO**

FM09.04.22 COMMUNITY INFRASTRUCTURE LEVY PAYMENTS

There is a total of £4,120.85 in our bank account that needs to be allocated to the delivery of a capital infrastructure item. Works has recommended that a replacement flag pole is funded from this CIL. Cllr Wood proposed, **“we purchase a Harrison 6m flagpole at a cost of £565 plus VAT to be funded from the above CIL.”** This was seconded by Cllr Lilly. A vote realised one abstention. **ACTION: RFO**

A replacement Activity Trail is required in Bussage Pleasure Ground. Works is asking for funding for this item to come from the above CIL payment. Cllr Wood proposed, **“we agree to £1000 for the Activity Trail to be funded from the above CIL.”** This was seconded by Cllr Oakley and unanimously agreed. **ACTION: Works**

Cllr Lilly proposed, **“the balance of the CIL funding (taking the above amounts into consideration) to be allocated to the Community and Recreational Facilities earmarked reserve.”** This was seconded by Cllr Wood and unanimously agreed. **ACTION: RFO**

FM10.04.22 BUSINESS PLAN REVIEW

The committee considered the current plan with the following amendments:

Page 2 – Play and recreation equipment – second bullet point, Improving disable access – delete second sentence. We are currently communicating with Barnwood Trust as to grants for disabled access.

Page 3 – Frith Youth Centre – increase amount to £18,000 p.a.

Influencing planning decisions – delete the paragraph on Neighbourhood Plan.

page 5 – Financial Implications – Frith Youth Centre – increase amounts in each column to £18,000. Neighbourhood Plan – delete row. Wall repair – delete row. As an aside, the wall bordering Sycamore Grove was commented on, stating that it had disintegrated to such an extent in that it was now a pile of rubble and foliage. Green Square has been asked several times if they will rebuild but they have said they are not planning to do so. It is suggested that SDC Planning is contacted to investigate responsibility/what is stated on the plans/planning approval. It is agreed that Cotswold stone walls are part of Chalford’s identity, and it would be disappointing if the wall was left in its present condition.

Road Safety – add £2000 to Year 2. Parish Centre heat pump – delete row.

New Cemetery – Cllrs Lilly and L Taylor met with the owner of potential land yesterday. The cost of the land is beyond our means. Another area that was considered is also unsuitable due to access problems.

FM11.04.22 DIRECT DEBITS

The following direct debits were agreed:

Green Energy Gas/electricity	PC/Cemetery	Monthly	Actual cost
Plusnet	Broadband/Telephone	Monthly	£43.80
CF Corporate Finance	Photocopier Lease	Quarterly	£197.87

Cllr Lilly proposed, **“we accept the 3 direct debits as detailed above.”** This was seconded by Cllr Oakley and unanimously agreed.

FM12.04.22 SDC SMALL GRANT AWARD

SDC has awarded us £300 to support community wellbeing. Cllr Lilly proposed, **“we allocate this grant to the Play Rangers earmarked reserve.”** This was seconded by Cllr Oakley and unanimously agreed. **ACTION: RFO**

FM13.04.22 GRANT RULES

The committee considered the current rules and agreed to add “Total Cost of Project” to the Application Form. **ACTION: RFO**

FM14.04.22 BANK

Our current bank, Lloyds, can only offer ‘create and authorise’ or viewing access only. The RFO has spoken to Lloyds asking if we can have ‘authorise’ only for councillors but they do not offer this facility. As a result, the RFO has been communicating with Unity Trust Bank who are able to offer the facilities we require. Lloyds do not charge us anything for banking. Unity Trust charges are 15p per transaction and a £6 per month fee. It is estimated that our monthly charge would be £15 per month. After consideration, Cllr Oakley proposed, **“we transfer our banking to Unity Trust with immediate effect.”** This was seconded by Cllr Lilly and unanimously agreed. **ACTION: RFO**

FM15.04.22 CONFIDENTIAL EMPLOYEE ITEM

This discussion took place without press nor public present. Details of the discussion are contained in a separate document.

FM16.04.22 EXPENDITURE

a. 2 x SID batteries – as the current batteries still have some life in them, these new batteries will not be required immediately. Cllr Lilly proposed, **“we agree to the purchase of 2 x SID batteries when required at a cost of £190 plus VAT, funds to come from the Highways Improvements earmarked reserve.”** This was seconded by Cllr Morris-Wyatt and unanimously agreed. **ACTION: RFO**

b. Tractor Insurance – Cllr Lilly proposed, **“we accept the NFU Municipal Tractor Insurance renewal cost of £335.16.”** This was seconded by Cllr Roberts and unanimously agreed. **ACTION: RFO**

FM17.04.22 BANK TRANSFERS/PETTY CASH

A summary of bank transfers/petty cash/Barclaycard expenses was given to all present. Cllr Morris-Wyatt proposed **“acceptance of the expenses.”** This was seconded by Cllr Roberts and unanimously agreed.

FM18.04.22 ANY OTHER INFORMATION

Standing Orders and Financial Regulations will need to be reviewed at the next meeting.

There being no further business, the Chair closed the meeting at 3.20 p.m.

