

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 11th FEBRUARY 2025 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Gardiner and Oakley

In attendance: Deputy Clerk/RFO

FM 01/11.02.25 APOLOGIES – Cllr Roberts and Trinder

FM 02/11.02.25 PUBLIC PARTICIPATION – None

FM 03/11.02.25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – there were no Declarations of Interest.

FM 04/11.02.25 MINUTES OF THE PREVIOUS MEETING – Cllr Beioley proposed, “**acceptance of the minutes of 12th November, however, not quorate for 5th December 2024 so will take to next meeting.**” This was seconded by Cllr Gardiner and all in favour.

FM 05/11.02.25 RFO REPORT – this was sent in advance and is linked to all agenda items as well as a note regarding licence renewal for office laptops and emails from Microsoft.

An update was also received from Wicksteed regarding the installation at Bussage Pleasure Ground (full note in report). Although the cost of the project has been reduced from £46,617.44 to £42,882.89 due to a reduction in the amount fencing materials required and the associated installation cost. The frog bin cost £357.77 and the rainbow bench was £233.73, therefore, with this additional cost the Parish Council will pay just under £9000 altogether.

Cllr Oakley also had updated information since the report was published and had been for a site visit with Wicksteed installation manager which stated that a independent inspection report would need to be done after installation but before open to the public at a cost of £385. The work will start on 24th February and should be completed in four weeks. This will still be within the amount that the Parish Council offered.

Cllr Oakley proposed “**to pay £385 for the play inspection from Earmarked Reserves – Recreation Grounds and Open Spaces**” This was seconded by Cllr Gardiner and all in favour. **Action: RFO/CLERK**

FM 06/11.02.25 To choose which size noticeboard for outside Council Office – as per RFO report, a discussion was had regarding which size noticeboard to replace the rotten one outside the Parish Council. Three size options were provided – current size of 2 bay 9 x A4 at £1,851.19, 2 bay 6 x A4 at £1,394.53 and 2 bay 4 x A4 at £1,218.53, all excluding VAT. Cllrs agreed to keep to current size. The old noticeboard will have doors taken off, renovated and re-sited elsewhere in the parish. Cllr Oakley proposed “**to replace with like for like sizing in man-made timber**”. This was seconded by Cllr Gardiner and all in favour. **Action: RFO**

FM 07/11.02.25 TO NOTE PREVIOUS MONTHS' BANKING

- a) Authorised Bank Reconciliations and Petty Cash for November to January were noted and were signed after the meeting by Cllrs Beioley and Oakley. Authorised All-Bank Reconciliation for December and January are still being prepared and will be signed signed by Chairman at the next meeting.
- b) Authorised Bank Payments were noted and signed by Cllrs Beioley and Oakley. These are emailed to two authorisers after RFO has uploaded to

bank for payment along with the invoices to confirm payments are correct. The current authorisers are Cllr Morris-Wyatt and Cllr Gardiner. Cllr Morris-Wyatt informed the Committee that due to a misunderstanding regarding Frith Youth Centre, the 1st Quarter payment that was held back has now been paid as the 4th Quarter payment last year was held back instead. The emails stating these have been authorised, are kept in a folder on the RFO's computer as per the IA's recommendation. **Action: RFO**

- c) Current position of Receipts & Payments Forecast for February, Receipts and Payments compared with Flexed Budget for January and Reserves Balance were all noted. Cllrs were happy with the reports and there was nothing to note.
- d) Lloyds Bank Account as at **30th November 2024**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£1,813.84
Lloyds Bank - Deposit Account	£101,255.92
Lloyds Bank - Investment Account	£56,623.36

A grand total of **£159,693.12**

Cambridge & Counties Account £85,863.55

Lloyds Bank Account as at **31st December 2024**.

Lloyds Bank - Current Account	£5,882.48
Lloyds Bank - Deposit Account	£81,331.95
Lloyds Bank - Investment Account	£56,666.80

A grand total of **£143,881.23**

Cambridge & Counties Account £86,153.57

Lloyds Bank Account as at **31st January 2025**.

Lloyds Bank - Current Account	£21,325.03
Lloyds Bank - Deposit Account	£33,201.08
Lloyds Bank - Investment Account	£56,714.93

A grand total of **£111,241.04**

Cambridge & Counties Account £86,422.92

Year to date income is showing £227,629.00 with an actual of £231,713.50 a variance of £4084.50

Year to date payment is showing £227,078.51 with an actual of £187,465.42 plus the difference of £4084.50 is showing a variance of £43,706.59 so we are well within forecast budget.

All of these documents will be uploaded to the website again as part of the Local Government Transparency Code 2015.

Cllrs discussed investment banking as per the RFO report. Triodos, a Dutch ethical bank was eliminated due to being a 5-year stocks and shares ISA. Hinckley and Rugby Building Society are currently offering a Local Council Account with a 45 day Notice Deposit with a 2.85% gross/AER and a 90 Day Notice Deposit 360% gross/AER both at a variable rate. Finally, Hampshire Trust Bank (HTB), used by a lot of councils, have a 95 day Notice SME Saver at 3.95% and an Easy Access SME at 4.10%, again all at variable rate. Also this account

is covered by the Financial Services Compensation Scheme (FSCS) OF £85,000.

Cllr Beioley proposed **“to go with the Easy Access SME Hampshire Trust Bank transferring £26,000 and leaving £85,000 in Lloyds”**. This was seconded by Cllr Oakley and all in favour. **Action: RFO**

RFO reported that the first half of payment for the Daihatsu has been paid. This will allow for the additional works can be made. When the request is received for the final half payment, then the registration documents will be sent to DVLA and the vehicle will be delivered in a two week period.

- FM 08/11.02.25** **Training on Civility and Respect, to agree to fees –** Becky Walsh from SLCC is booked to give this training to the whole staff and councillors on 6th March 2025. Her fees are £450 and £54 for mileage. She is only charging for her on-line rate not her in-person rate so this is already a reduction. Cllr Beioley proposed **“to accept the fees for this training and take from the training budget.”** This was seconded by Cllr Oakley. All in favour. **Action: RFO/CLERK**
- FM 09/11.02.25** **Health and Safety -** nothing to report
- FM 10/11.02.25** **TO CONSIDER FUNDING SOLICITORS FEES FOR COMMUNITY COMPOSTING –** the Works Committee is currently looking into the feasibility of a community compost scheme located within the Middle Hill allotment site. They are asking if the F&M committee would consider paying the solicitors fees at an approximate cost of £1,500. Currently and next year, there is no budget for solicitors fees. Cllrs had a long discussion and agreed that there is still a long way to go before agreement However, Cllr Gardiner proposed **“agrees in principal, subject to a feasible and sustainable business plan and approval by Works Committee and Chalford Allotments of the Labouring Poor Charity.”** This was seconded by Cllr Beioley and all in favour. **Action: RFO/CLERK**
- FM 11/11.02.25** **TO NOTE REPAIRS TO COMMUNITY SPEEDWATCH CAMERA (NON-ANPR)–** as per the RFO report, following the rain ingress following the solar panel cable being ripped out, it was returned for drying out and make repairs to any electrical damage. No damage was caused so the cost was £20 tracked package both ways via Royal Mail and £19.01 for repairs and labour. Crime and Disorder budget is £1,000 with £54.93 already spent leaving £905.47 left so plenty in budget.
- FM 12/11.02.25** **TO APPROVE CYBERSECURITY AND RESILIENCE POLICY AND TO APPROVE FUNDING TO ENSURE PARISH COUNCIL IS COMPLIANT –** as per the RFO report, Softlink need approval from the Committee to write the policy on behalf of the council and approval for costs of Arista Firewall between router and network £262, existing wireless from router to guest network , network switch, connection to firewall for printer and wireless access point for Office staff £48. Youth Centre computers to have own wireless access point £38. This is a total of £348 for hardware and initial configuration of the firewall. To set all this up at Chalford is £85. Encryption of hard disks on laptops, new administrator account on each laptop, change the existing user to “users” instead of “administrators” and set up the monitoring of the hard and software behaviour a cost of £125. Monitoring feature added will be the same software used for remote support and will cost £7.50 per month. Cllr Oakley proposed **“to accept the costings from Softlink and approval to write up the policy an approx total of £700 from IT budget”**. This was seconded by Cllr. Beioley and all in favour

- FM 13/11.02.25** **TO CONSIDER SMALL GRANT REQUESTS** – Spreadsheet was sent in advance showing the small grant requests from local organisations. Although this had been advertised on Parish website, Facebook and emails to previous applicants, as well as reminders to said applicants reminding them of deadline, only nine requests were received. The total requests are less than the budget. Cllr Morris-Wyatt proposed **“to accept the requests from the organisations in full.”** This was seconded by Cllr Gardiner and all in favour. **Action: RFO**
- FM 14/11.02.25** **TO CONSIDER ANY CORRESPONDANCE** – Nothing to report.
- FM 15/11.02.25** **TO NOTE ANY ITEMS FOR INFORMATON OR REFERRAL ONLY** – Senior Groundsman had reported this morning that Holbrook Garage will advertise the Land Rover, have it on their forecourt and deal with all enquiries on our behalf. It will be advertised at £11,000 with a cost of £1,000.

The date of the next meeting is scheduled for Tuesday 11th March at 2pm. There being no further business the Chair of the Committee closed the meeting at 3.15pm.