

Minutes of the Finance and Management Committee Meeting held on
Wednesday, 25 May 2022 at 2.00 p.m. in accordance with notice given

In the Chair: Councillor Lilly

Present: Councillors Beioley, Oakley, Roberts (left at 2.50 p.m.)

In attendance: RFO

FM01.05.22 ELECTION OF CHAIR

Cllr Oakley proposed, “**Cllr Lilly as Chair.**” This was seconded by Cllr Beioley and unanimously agreed.

FM02.05.22 APOLOGIES – Cllrs Morris-Wyatt and Wood.

FM03.05.22 PUBLIC PARTICIPATION - none

FM04.05.22 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - none

FM05.05.22 MINUTES OF THE PREVIOUS MEETING

Cllr Oakley proposed, “**acceptance of the minutes of 26 April 2022.**” This was seconded by Cllr Beioley and unanimously agreed.

FM06.05.22 RFO’S REPORT – attached

FM.08.04.22 Budget Balance – a report detailing budget/transactions only can be done but if other transactions are input during the year it would not give a true balance. It was agreed not to change.

FM14.04.22 Bank change – Unity Trust do not issue debit cards. To withdraw cash for petty cash an encashment facility needs to be set up with the Nat West bank and the Clerks will need to visit a Nat West bank for withdrawal. To reduce visits, it was agreed that £500 at one time to be withdrawn.

ACTION: RFO

FM07.05.22 REFERRALS

AGM12.5.22 and AGM13.5.22 – a review to take place of policies/procedures, Standing Orders, Financial Regulations and insurance cover. Standing Orders and Financial Regulations are on the agenda. Insurance and other policies/procedures to be reviewed at future F&M meetings.

ACTION: F&M

W.11.05.22 Seats – Works Committee has asked for funding for a new seat. To be discussed under agenda item 14.

FC7.03.22 Grants – France Lynch Church Rooms – the rooms will close for 4 months for refurbishment, commencing 6 June. A plumber has offered to carry out all work associated with a new toilet section, free of charge. We awarded a grant of £300 towards a new toilet and sink. As this is no longer required, they have asked if it can be used for accessories for the toilet. This was agreed.

FM08.05.22 CORRESPONDENCE

Solar panels and EV Chargers – The RFO informed our insurers, Zurich, that we have these. Zurich have asked several questions about them, including whether we have annual maintenance checks. The suppliers of the solar panels do not feel we need such a check as they are monitored via the internet but are happy to carry out a check at a cost of £125. The company who installed the EV Chargers can carry out an annual check at a cost of £65. It was agreed to proceed with the latter. The RFO will speak to Zurich as to whether they are insisting on an annual maintenance check for the solar panels. **ACTION: RFO**

HM Revenue & Customs has written advising that we now need to pay our Tax/NI payments monthly instead of quarterly.

Cambridge & Counties Bank has advised that our interest rate is to increase from 0.75% to 1.05% from 16 May 2022.

FM09.05.22 TERMS OF REFERENCE

The Committee considered the current details and agreed no changes needed. Cllr Lilly proposed, **“we accept the terms of reference.”** This was seconded by Cllr Oakley and unanimously agreed.

FM10.05.22 ELECTION OF VICE CHAIR

Cllr Lilly proposed, **“Cllr Beioley as Vice Chair.”** This was seconded by Cllr Oakley and unanimously agreed.

FM11.05.22 2021-22 AUDIT

a. Accounts - The Committee considered the accounts and agreed the figures. Cllr Beioley asked for an easy-to-understand guide to our bank accounts and accounts to be compiled to facilitate a better understanding. The RFO to compile. Scribe accounts – the RFO will investigate whether the date at the top can state the financial year in full, i.e. 1.4.21 to 31.3.22. **ACTION: RFO**

b. Notes to the Financial Statements – York Gate – figure to be increased to £542 to include gate and ancillary items. Solar panels to be increased to £6,097 to include ancillary items. The notes were agreed.

c. Risk Assessment – Libel and Slander – figure should read £100,000.

Notice of Public Rights and Publication of accounts – a notice will be displayed dated 27 June 2022 for the period Monday, 30 June to Friday, 10 August 2022. The inspection period must be 30 working days inclusive and include the first 10 working days of July.

Cllr Lilly proposed, **“we accept the 2021-22 accounts, notes and risk assessment and recommend approval to Full Council.”** This was seconded by Cllr Oakley and unanimously agreed. **ACTION: FC**

Our budget for the year was £147,015. Our expenditure is £147,541., £526 over budget. The general fund balance at 31 March 2022 is £73,731. Based on a monthly average spending of £12,295 this would give us 6 months of emergency financial cover.

FM12.05.22 STANDING ORDERS

Committee members considered the current orders and agreed no changes. Cllr Lilly proposed, **“no changes to the Standing Orders.”** This was seconded by Cllr Oakley and unanimously agreed.

FM13.05.22 FINANCIAL REGULATIONS

Committee members considered the current regulations and agreed the following:

8.4. replace signed with authorised and signatory with authorise.

8.6. Replace signature with authorisation.

8.7. Replace signed with authorised.

8.17 Insert Assistant Clerk after RFO.

8.18. Insert Assistant Clerk after RFO.

8.19. a) increase limit to £500.

Cllr Lilly proposed, **“we accept the Financial Regulations with the above amendments.”** This was seconded by Cllr Oakley and unanimously agreed.

FM14.05.22 APPROVAL OF EXPENDITURE

a. Frith Youth Centre – Cllr Lilly proposed, **“we agree to release the first quarter payment of £4,500 to Frith Youth Centre.”** This was seconded by Cllr Beioley and unanimously agreed.

ACTION: RFO

b. ChalCAN – Cllr Oakley proposed, **“we release £3300 to ChalCAN.”** This was seconded by Cllr Lilly and unanimously agreed. **ACTION: RFO**

c. Seat – Works has asked for £329 to be released from the Street Furniture earmarked reserve to fund a Marmax recycled seat for the junction with Dorrington Court/Freame close. Cllr Lilly proposed, **“we agree to the release of £329 from the Street Furniture earmarked reserve.”** This was seconded by Cllr Oakley and unanimously agreed. **ACTION: RFO**

FM15.05.22 BANK TRANSFERS/PETTY CASH

A summary is attached of the expenditure. Cllr Beioley proposed, **“we approve the expenditure.”** This was seconded by Cllr Oakley and unanimously agreed. The Chair signed the summary.

FM16.06.22 ANY OTHER INFORMATION

Cllr Lilly advised the committee that the community speed watch fund is now open. Cllr Lilly recommended applying for funding for either an ANCR camera or another Vehicle Activated Sign. If the former and placed on The Ridgeway, letters would be sent by the police to drivers exceeding 35 mph and the Parish Council would bear the cost. This could be in the region of £350k per annum based on current speeding figures and would be unaffordable. A VAS would cost approximately £3,000. The latter was the preferred.

Early on Monday morning, underground telephone cables were stolen on The Ridgeway, Toadsmoor and Brimscombe. As a result, the Parish Centre has been without a telephone since Monday. It was agreed to purchase a cheap phone for such emergencies. **ACTION: RFO**

There being no further business, the Chair closed the meeting at 3.05 p.m.