

## **BARHAM PARISH COUNCIL**

### **MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT CLAYDON & BARHAM VILLAGE HALL ON MONDAY 9<sup>th</sup> SEPTEMBER 2019**

**PRESENT:** S. Carr, A. Deveney & D. Milward. In Attendance J. Culley, Parish Clerk/RFO

#### **1.9 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

#### **2.9 APOLOGIES:** J. Lea

#### **3.9 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA**

There were no declarations given.

**4.9 MINUTES** of the meeting of 20<sup>th</sup> May were approved and signed.

#### **5.9 FINANCE**

- a. Report of finances to budget. The clerk provided the committee with income and expenditure up to 31.08.19. The committee noted and approved this. Following discussions about the appropriate level of funds in the current account (parish community account) the committee instructed the clerk to transfer £20,000 of funds from the parish community account to the parish business savings account to be put aside for the parish reserves. This would leave sufficient to be able to run the parish for 6 months in the parish community account
- b. Asset Register review –The committee approved the asset register document and noted that the new waste bins and signs for the end of Barham Church Lane had been accounted for.
- c. Budget timeline 2020-2021 – The committee agreed to the amended meeting schedule proposed by Councillor Carr for 2020.
- d. Reporting structure for this committee going forward. The committee noted and approved the finances to budget document, quarterly finances document and the monthly reconciliation documents produced by the RFO as being adequate for reporting the parishes finances.

#### **6.9 MEETING DATES FOR 2020**

Councillor Carr explained the issues that could arise from the current proposed meeting schedule for 2020 due to the councils agreed change of receiving parish finances a month behind. On looking at when finance committee meetings could be held quarterly whilst fitting in the required full council meetings to attend to legal matters Councillor Carr proposed another schedule. Councillor Deveney was unsure if the council would be able to sign off the parish precept at the December meeting to be able to not have a full council meeting in January. Clerk will look into this and liaise with Councillor Carr before October's meeting.

#### **7.9 TERMS OF REFERENCE FOR COMMITTEE**

Following audit, the committee have reviewed, updated and approved the Finance Committee Terms of Reference.

#### **8.9 REVIEW INTERNAL AUDIT REPORT**

The committee have reviewed the internal audit report received. It was noted that the need for a specific financial risk assessment was to be completed. The committee will look at this at their November's finance committee meeting. The committee have also agreed to book SALC for next years audit and the clerk has been asked to book this as soon as she can in the new year.

#### **9.9 BANK ACCOUNT OPTIONS**

No other bank account needed and the parish needs to move forward with e-payments online. Possible need for Darren to become a signatory. The clerk has been asked to make a transfer of money from the Community account to business account to leave roughly enough funds in the community account, which will cover the running of the parish for 6 months.

**10.9 LITTER PICKING**

Tarmac have been chased for their intentions, as volunteers had not heard anymore from them. Clerk has had no reply from them.

The street cleaners are now doing the extra 2 hours a week to cover Coopers Way and Woolner Close. A total of 7 hours a week for the village.

**11.9 PARISH COUNCIL APPROACH TO USE OF EMAIL ETC**

Councillor Carr discussed the importance of parish communication to be used moving forward, especially in light of GDPR rules. The committee agreed to only use email as a form of electronic communication. Due to GDPR the parish needs to look to work towards providing email addresses for councillors and stop the use of personal email addresses.

**12.9 PARISH COUNCIL STRATEGY FOR CHARITABLE DONATIONS TO SUPPORT LOCAL COMMUNITY**

The committee discussed and approved that charitable donations given by the parish council will be for charitable organisations in Barham and surrounding villages/area (Henley, Hemingstone and Coddendam) as well as other organisations who provide services to those in the parish.

**13.9 CORRESPONDENCE**

The committee have approved the purchase of 2 of the speed sign poles needed.

Land agent responses for picnic site. Committee agreed for Councillor Carr to instruct Clarke & Simpson to carry out an appraisal report for the site providing this did not mean the parish council had to sign into a contract with them.

Committee authorised for the picnic site business rates to be paid by DD to MSDC.

Committee authorised for a DD to be setup with British Gas for electricity standing charges for the picnic site to ensure the parish council did not incur any late payment charges moving forward.

**14.9 REQUEST FOR DONATIONS**

An email from the Chair of the Village Hall Committee requesting the help to fund a defibrillator for the outside of the village hall. The cost is roughly £1800.00 and they have asked if each Parish Council (Barham and Claydon & Whitton Rural Parish Council) would consider funding a third of the project each and the remainder of the funding will be from their own budget.

The Finance Committee discussed this and were unsure of the need for another defibrillator so close to the current ones located at the Community Centre and the Co-op. The committee would like to take this to full council for their thoughts and to make a decision.

The meeting closed at 9pm and the next Finance Committee meeting is on Monday 4<sup>th</sup> November 2019 at 7.30pm in the Claydon & Barham Village Hall.

Chairman .....

Date .....