



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Finance Sub-Committee Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 3rd June 2019 at 5.00 pm in the Heritage Centre, 150 High Street, Henley-in-Arden.

Present: Cllrs. Les Goodman (Chair), Elaine Field, Liz Jackson, Ray Evans, Roger Hubbocks and Alistair Price.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

Public Participation Session

- .Mr Bob Morgan, the JPC Internal Auditor, advised that he was present to answer any questions that the new JPC might have.

1 Welcome Councillors to the new Finance Committee

Cllr Goodman welcomed all the Cllrs on to the new Finance Sub-Committee.

2 Apologies for absence and acceptance of apologies

There were no apologies.

3 Declarations of Interest and Dispensations

Cllr Alistair Price declared an interest in the Guild Hall Trust as he was a trustee.

4 Election of Vice- Chairman

Cllr Goodman proposed Cllr Hubbocks as Vice-Chair of the Finance Sub-Committee and Cllr Price seconded the motion. **It was RESOLVED that Cllr Hubbocks become Vice-Chair and this motion was carried unanimously.**

5 Roll of Independent Auditor

- The Clerk advised that the Terms of Reference for the Internal Auditor were published on the JPC website.
- Mr Morgan advised that he was an Internal Auditor and his role should be directed by the JPC. He also confirmed that the NALC guidelines etc., indicated that he should receive direction in respect of the risk analysis and he liaised with the Clerk. Cllr Price asked Mr Morgan if he was paid and Mr Morgan confirmed that he chose not to receive any remuneration from the JPC.
- Cllr Field advised that she and Cllr Harfield, together with Mr Morgan had met to discuss the funds that the JPC gave to the Library and the Hub and Mr Morgan had been very helpful.

6 Asset & Risk Register

- The Clerk confirmed that copies of the Asset & Risk Register were available on the JPC web site. Following a discussion, it was agreed that the JPC Asset Register should be updated regularly and placed as an on-going item on the Finance Sub-Committee agenda.
- Mr Morgan advised that JPC assets do not depreciate.

- Cllr Evans indicated that the Chairman's Chain of Office should be valued and insured. The Clerk confirmed that the Chain of Office was insured by the JPC.
- It was agreed that all the Bus Shelters be added to the Asset Register.
- Cllr Price asked if the JPC owned the Church Clock as it was running 10 minutes slow. Cllr Goodman confirmed that the JPC owned the Clock and was responsible for its maintenance. He indicated that repairs were underway and the JPC would be invoiced for the amount.
- Cllr Jackson queried the cost of the Riverland's Play equipment.

7 Confirm Cheque Signatories

- The Clerk advised that there were two current signatories; Cllrs Elaine Field and Peter Cornford. It was agreed that there should be four signatories according to the JPC Financial Regulations. Cllr Goodman advised that he had completed the paperwork with Lloyds to become an additional signatory. It was also agreed to add Cllr Hubbocks as a further signatory for the JPC accounts.
- It was agreed to update the JPC Financial Regulations to reflect any changes and the Clerk was requested to write the Terms of Reference for the Finance Sub-Committee.

8 To understand the current payment system

- The Clerk advised that the current payment system allowed her to approve payments up to £150.00 and up to a maximum amount of £500.00 per month. The Clerk confirmed that previously, once she had approved the payment, she would instruct the Finance Cllr to make the payment.
- It was agreed that the Clerk should set up any future payments and then request a Cllr who was a signatory to make the appropriate payments.

9 To discuss Quick Books, the JPC Accounting System

- Cllr Goodman suggested that instead of the current Quick Books accounting system, AdvantEDGE, which was a tailor-made system for Parish and Town Councils, could be used instead. Cllr Goodman agreed to find out the costs of an AdvantEDGE system.
- The Clerk advised that Quick Books cost £18.00 per month, excluding VAT.
- Cllr Field advised that Quick Books was backed up in the 'Cloud'. However, it was agreed that this should be added to the Risk Assessment.
- Cllr Jackson advised that the current Quick Books system should be updated with the new access arrangements. Cllr Jackson went on to ask if this item could be added to future Hand Over details when a new JPC is elected in four years' time.

10 To discuss cost and terms of the new web site

- Cllr Evans advised that he had knowledge of building web sites and had met with the company who was re-designing the JPC web site, HTDL. He went on to say that the cost for re-designing the web site was £1,920 and there was an additional cost of £720.00 pa for an on-going support package of up to an hour a month, equating to £60.00 ph.
- Cllr Evans advised that the new JPC web site would be more dynamic and would appeal to the younger generation and would be populated with more information that was relevant to them.
- Cllr Evans said that he would be happy to maintain the JPC web site at no cost and train the Clerk to upload information in the event of his absence. Cllr Field also said that she could show the Clerk how to manage the web site.

11 Appointment of External Auditors

Cllr Goodman confirmed that the External Auditors were PKF Littlejohn and the Clerk advised that she had emailed the details to him.

12 To discuss the receipt of CIL Payments

- Cllr Cornford advised that the abbreviation for CIL was Community Infrastructure Levy and that the JPC received 15% of CIL receipts from SDC.
- The Clerk confirmed that the JPC had received an amount of £472.50 from CIL receipts recently. She went on to advise that she had received some forms that she was required to complete and asked for a volunteer to help. Cllr Cornford agreed to assist the Clerk.

13 To discuss the procedures for the payment of salary and expenses for the Clerk

The Clerk advised that she produced a timesheet each month, together with expenses form and it was agreed that she would send a copy to the Chair of the JPC and the Chair of the Finance Sub-Committee, together with Cllr Cornford who would forward it on to the person who calculated her salary, PAYE and National Insurance.

14 To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed below:

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|----------------------------------------|---------|
| a. WALC (Chairmanship Skills Training) | £ 46.00 |
| b. Henley Focus | £ 59.00 |

- The Clerk requested Cllrs Field and Cornford to sign cheques for WALC and Henley Focus, which they duly did.

• Previously approved Payments:

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|-----------------------------------------------------------|---------|
| ○ Joanne's Decorating (Painting Market Cross Railings) | £660.00 |
| ○ The Opera Experience (Parenting Project) | £250.00 |
| ○ Henley in Arden Guild Hall Trust (Installation of Pews) | £500.00 |
| ○ Salary & Expenses – The Clerk | TBC |

- It was agreed that the above larger payments would be added to the agenda for payment at the next JPC Ordinary meeting on 17th June.

15 Items for private session

Under Section 1, Sub Section, 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information that the public be temporarily excluded and they are instructed to withdraw. There needs to be a resolution at the meeting for items to be discussed in private session.

