



The Beaudesert & Henley-in-Arden Joint Parish Council

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

Clerk : Gill Bailey email : clerk@henley-in-arden-pc.gov.uk

Tel: 01564 795499 or 01926 814491

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, 15th July 2019 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Elaine Field (Chair), Ray Evans, Peter Cornford, Marijana Bainbridge, Jem Jones and Sally Harfield .

The Chair of the JPC, Cllr Ray Evans said how sad the JPC was to hear of the sudden death of Cllr Les Goodman and he will be missed very much by all members of the community.

Public Participation Session

- **There were no members of the public present.**

1 Election of Chairman

Cllr Evans proposed Cllr Field as Chair, seconded by Cllr Harfield and carried unanimously.

2 Apologies for absence and acceptance of apologies

Apologies were received by Cllr Alistair Price, Roger Hubbocks, Liz Jackson, County Cllr John Horner and District Cllr Matt Jennings.

3 Declarations of Interest and Dispensations

Cllr Field declared an interest in Item 11 as she organises the Litter Picks.

4 Asset & Risk Register

The Clerk confirmed that copies of the Asset & Risk Register were available on the JPC web site and had been updated.

5 Confirm new Cheque Signatories

The Clerk advised that there were two current signatories; Cllrs Elaine Field and Peter Cornford who could access Lloyds On-Line Banking. It was agreed that there should be four signatories according to the JPC Financial Regulations. **It was RESOLVED that Cllrs Roger Hubbocks and Ray Evans be added to the list of signatories. It was also agreed that Cllrs Cornford and Elaine Field liaise over payments for three months and that the JPC review the banking responsibilities in November 2019. This motion was proposed by Cllr Cornford, seconded by Cllr Field and carried unanimously.**

6 To discuss the formation of a Grants Sub Committee

Following a discussion, it was RESOLVED that a Grants Sub-Committee would not be formed and that a Grants Working Party would be formed in January 2020 when applications for grants from social organisations in Henley and the surrounding area would be considered. It was also agreed that Cllrs who were members of any of the social organisations who applied would not be members of the WP. This motion was proposed by Cllr Jones, seconded by Cllr Field and carried unanimously.

7 To discuss Quick Books, the JPC Accounting System and the AdvantEDGE system.

The Clerk advised that the previous JPC had been quite happy with using QuickBooks and that the JPC paid £21.60 per month, including VAT. She went on to say that she had requested a quote from Chris Edge of AdvantEdge and she requested that this item be placed on the agenda for the next JPC Finance Sub-Committee meeting with a view to approving a new system of accounting.

8 To discuss and if appropriate, purchase a new Grit Bin to replace the Bin on the verge beside the Medical Centre at a cost of no more than £150.00.
Following a discussion, it was **RESOLVED** that the Clerk source a new yellow Grit Bin for the above location at a cost of £150.00 or less. This motion was proposed by Cllr Field, seconded by Cllr Evans and carried unanimously.

9 To discuss, and if appropriate approve, expenditure of £1,500 to purchase machinery for the ongoing maintenance of the Churchyard by WWMCRC and to replace the grass verges in Henley with wild-flower verges.

The Chair advised that he and Cllr Jem Jones, the Rector and Graham Hindley had met with a representative from the Community Pay Back Team. It was **RESOLVED** that the JPC purchase three machines at a cost of £1,500. The JPC also agreed to look into the insurance situation, who would store the machinery and also liaise with Cubbington PC, who had experience of the Community Pay Back Team. It was agreed that this item would be included on the next agenda for the Finance Sub-Committee. These motions were proposed by Cllr Evans, seconded by Cllr Jones and carried unanimously.

10 To discuss and if appropriate, approve, the works to the trees on the verge of 3,4 and 5 Prince Harry Road at a cost of £3,230.00.

The Clerk advised that this had been a matter which had been discussed at the quarterly maintenance review meetings with WCC, Highways and SDC for a number of months and the trees in the above location were growing very close to the houses. Cllr Bainbridge advised that she had looked at the trees and felt that the Acacia Tree needed urgent attention. **Following a discussion, it was RESOLVED** that the Clerk contact WCC, Forestry and request that the Acacia Tree is cut back and the dead wood removed. It was also agreed that the Clerk would copy in County Cllr John Horner into the correspondence. These motions were proposed by Cllr Bainbridge, seconded by Cllr Harfield and carried unanimously.

11 To discuss, and if appropriate approve, expenditure of £740.00 to purchase Litter Picking equipment.

Cllr Field participated in the discussion but did not vote as she had declared an interest. **Following a discussion, it was RESOLVED** that the litter picking equipment be purchased. This motion was proposed by Cllr Harfield, seconded by Cllr Bainbridge and carried unanimously.

12 To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the attached Finance Report.

- o The Clerk confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as an Appendix. She went on to say that the details of the payments and balances were available to see on screen. The Clerk confirmed that the current balances as at 15th July 2019 were Treasurers Account: £3,695.32 and the Deposit Account was £73,009.27. The Clerk confirmed that there were invoices which required approval for Jon Vale for an amount of £1,999.20, SDC for the CCTV Cameras £1,985.00, John Taylor & Co for repairing and maintaining the Church Clock £648.00, John Hicks & Associates for the Play area inspections for March and July 2 X £184.80 and W J Robinson for carrying out Cllr training for £200.00, all invoices incl. VAT where applicable . Cllrs noted the Report. Cllr Cornford agreed to make the above payments and he advised that he would need to transfer funds from the JPC deposit account to the current account to cover future invoices.
- o **It was RESOLVED to approve the above payments and transfer funds to cover future invoices. These motions were proposed by Cllr Evans, seconded by Cllr Harfield and carried unanimously.**

13 **Items for private session**

There were no items to be discussed in Private Session.

The Meeting closed at 6.50 pm.

Signed

Dated

DRAFT