



The Beaudesert & Henley-in-Arden Joint Parish Council

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

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The MINUTES of the Finance Sub-Committee Meeting of Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 27th January 2020 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

All members of the Finance Sub-Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder.

Signed:

Ray Evans
Acting Parish Clerk

Dated: 5th February 2020

Public Participation Session

Members of the public are invited to give their views on items on this agenda including planning applications or raise issues for future consideration at the discretion of the Chairman. No decisions will be made in this part of the meeting. The Public Participation Session is a general forum for open discussion after which members of the public will have no further opportunity to speak unless invited to do so by the Chairman.

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

- 1 Apologies for absence and acceptance of apologies**
There were no apologies.
- 2 Declarations of Interest and Dispensations**
There were no declarations of interest.
- 3 The Minutes of the Finance Sub-Committee meeting held on 18th November 2019 were approved and signed.**
- 4 To approve the up to date Asset & Risk Register**
Cllr Field reported that she had reviewed said register with past Clerk and that appropriate additions had been made to the register, namely provisions for the Croft Car Park. The revised register had been posted on the JPC website. **Approval of the updated document was proposed by Cllr Field, seconded by Cllr Jones and carried unanimously in favour.**
- 5 To approve the up to date Finance Sub-Committee Terms of Reference.**
Cllr Field reported that she had spoken with the Internal Auditor and that errors which had been highlighted which have now been amended. **Approval of the updated document was proposed by Cllr Field, seconded by Cllr V Hubbocks and carried unanimously in favour.**
- 6 To discuss requesting additional Sports & Play Consulting businesses to quote for writing the tender, managing & overseeing the Riverlands Play Area project.** Cllr Field reported that she had received one quotation for this consultants report and will seek a further two quotations for admission and consideration at the next appropriate FSC Meeting.
- 7 To discuss the replacement of the grass verges in Henley with wild-flower verges - update.**
Cllr Bainbridge reported that she had been in contact Geoff Morris at WCC and that a plot had been set aside for planting, a further update will be provided in due course.
- 8 To discuss and, if appropriate, approve expenditure of £500.00 to Warwickshire County Council to conduct a feasibility study for traffic calming on the High Street in Henley.** Cllr V Hubbocks commented that this enquiry fee was rather expensive and that it would probably not be adopted. Cllr Evans reported that he was at the C&C meeting where this offer was made

by WCC and stated that their study would include a number of optional methods including buildouts opposite the Guild Hall, changes to the Pelican crossing changeover programming, and more strident road and pavement warnings. Full details of this application will be posted on the website **It was RESOLVED that the fee of £500.00 be paid to WCC for this survey. This motion was proposed by Cllr Jones, seconded by Cllr Bainbridge and carried unanimously.**

- 9 **To discuss receipt of a quote from T Mousley dated 2nd January 2020.** Cllr Jones and Cllr Bainbridge suggested that it may be prudent to accept the tender which covered three specific tasks as the T Mousley had been and would continue to be very supportive attendance where an emergency had occurred. Cllr R Hubbocks suggested such an important issue should be the subject of further discussions and that a 18 month, to 2-year contract should be drawn up with T Mousley, on the proviso that monitoring and if necessary optional costs from other operators might be sought periodically. Cllr Jones promised more information on this in time for the next Ordinary Meeting.
- 10 **To discuss and, if appropriate, purchase additional grit bins for the Croft Car Park at a cost of no more than £188.17 excluding VAT X 2 (left- and right-hand side).** The Councillors asked Acting Clerk to seek a further offer for a grit bin to be sited at School Road and present costs at the next Ordinary Meeting.
- 11 **To discuss the provision of additional Signage in the Croft Car Park.** Cllr Evans reported that he had asked Nick Pointon to conduct a brief survey of the whole car park to ascertain what other works might be required. He went on to say that the signage should now be addressed and that initially this would only be a JPC ownership sign, other additions such as tariffs etc could, if appropriate, may be added later.
- 12 **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the attached Finance Report.** Cllr Field reported that the report was up to the date of the meeting and that a number of payments to HMRC had occurred due to difficulties setting up online payments. This had been resolved. Cllr Field confirmed that there were invoices which required approval namely Jon Vale £694.80, Thomas Guise £1,218.00 and £1,457.00. **It was RESOLVED that the payments detailed above be paid. This motion was proposed by Cllr Elaine Field, seconded by Cllr Val Hubbocks and carried unanimously by all those present at the meeting.**
- 13 **Items for private session**
There were no items for a private session. The meeting closed a 6.45pm.

Signed

Date