



# 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.

**MINUTES of Finance Sub-Committee Meeting of Beaudesert and Henley-in-Arden Joint Parish Council which took place on Monday, 16<sup>th</sup> March 2020 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.**

**PRESENT: Cllr Field [Chair] V Hubbocks, R Hubbocks, A Okey, K Easton & T Woods. Clerk present to take minutes.**

**IN ATTENDANCE: 1 resident**

Signed:

Ray Evans  
Acting Parish Clerk

**Dated: 19<sup>th</sup> March 2020**

- 1 Apologies for absence and acceptance of apologies**  
None
- 2 Declarations of Interest and Dispensations**  
None
- 3 Minutes of the Finance Sub-Committee meeting held on 17<sup>th</sup> February 2020 to be approved and signed.**  
It was Resolved that the Minutes of the FSC held on the 17<sup>th</sup> of February 2020, were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Field, seconded by Cllr V Hubbocks and carried unanimously.
- 4 To discuss the provision of additional Signage in the Croft Car Park.**  
Cllr R Hubbocks confirmed that matters were in hand for signage and other upgrades including parking crash barriers etc. The Clerk was asked to provide costing for signage and present findings to Finance SC.
- 5 To approve spending on grit bins for Croft Car Park and School Road**  
The Clerk was reminded that approval to purchase the bins had already be given. The Clerk mentioned that there had been a change in plans in that these may now be required to be 1000 ltr capacity rather than 400ltr and that he had passed to quotation from Glasdon to Cllr Jones. Cllr Okey reminded the Clerk that he had not yet purchased the dog poo bag containers, which are sourced from the same supplier, Glasdon. When possible, the Clerk will review all items and present them to the Finance SC so that a purchase order can be raised.
- 6 To discuss expenditure for April Annual Assembly meeting.**  
It was noted by all that this event was now cancelled in alignment with HM Gov policy. This important meeting will be re-convened when circumstances allow.
- 7 To discuss maintenance budget**  
It was noted that the BUDGET 2020-2021 had been unanimously approved by an email vote and that it would be published on the JPC website. Cllr Jem Jones who was present in the public gallery was asked to speak on the subject of emergency expenditure, in summary this was in

reference to the Financial Regulations Protocol, Clause 3, and the proposal was carried forward to Item 8 on this agenda.

**8 Review JPC Financial Regulations, in particular Clause 3.**

The Finance Sub-Committee are portfolio holders and have the power to make decisions and implement them, on this basis the proposal was introduced that sub-clause 3.2 be amended to read –

‘3.2 The RFO [Clerk] can authorise total expenditure up to a limit of £500.00 in any one month and a single amount of £150.00 at any one time, provided that authorisation by two members of the Council has given email verification. Further that the Clerk can authorise expenditure up to £1,000.00 in any one month, provided that authorisation by SIX members of the Council and up to £2,500.00 in any one month, provided that authorisation by TEN members of the Council has given email verification’.

**The motion was proposed by Cllr V Hubbocks, seconded by Cllr K Easton and carried unanimously.**

**9 To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the attached Finance Report** *(Previously circulated)*

**Jon Vale, invoice number 34, amount £241.50**

Cllr R Hubbocks reported that the work covered by the above invoice had been carried out satisfactorily. It was resolved that payment be made. This motion was proposed by Cllr V Hubbocks, seconded by Cllr Easton, and carried unanimously.

Cllr A Okey raised the question of J Vale litter picking charges, she had witnessed BIFFA carrying out this service and queried why it was duplicated by J Vale. The Clerk said he would look further into this query and report back. All agreed that the largest service items on the budget for 2020-2021 were Vale and Mousley and that both should now be reviewed. Cllr Field said that she thought that was up for renewal in April.

**10 Items for private session**

None

**Next Finance Sub-Committee Meeting – IN ABEYANCE**

