

AGENDA – JPC FINANCE COMMITTEE MEETING



179 High Street, Henley in Arden, B95 5BA

All Parish Council Meetings are open to the Public and Press

To All Members of the Beaudesert & Henley in Arden JPC

Dear Councillor,

You are summoned to a meeting of your Joint Parish Council Finance Committee, on **Monday the 7th of June at 6.00 pm** at the Memorial Hall, Station Road, Henley. The meeting will consider the items set out in the agenda following.

STRICT PROTOCOLS ARE IN PLACE FOR THE USE OF PUBLIC HALLS, DESIGNED TO LIMIT THE SPREAD OF COVID. A COPY OF THE RISK ASSESSMENT FOR THE MEMORIAL HALL, CAN BE FOUND ON THE JPC WEBSITE ADJACENT TO THE AGENDA. PLEASE BE SURE TO READ THESE INSTRUCTIONS BEFORE ATTENDING THE MEETING. FURTHER ADVICE CAN PROVIDED BY THE CLERK.

LINK:

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2021/06/AGENDA-07.06.2021-JPC-FINANCE-COMMITTEE-LIVE-MEETING.pdf>

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting clerk@henley-in-arden-pc.gov. or **07990 515 305**.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Beaudesert & Henley to ask questions of, and make comments, regarding the Joint Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. Film, photograph or make an audio recording of a meeting.

- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the

Clerk: clerk@henley-in-arden-pc.gov. or 07990 515 305.

Signed: Parish Clerk/Responsible Finance Officer - Ray Evans – **Tuesday 1st of June 2021**

A handwritten signature in black ink, appearing to read 'Ray Evans'.

7.00pm Public Question Time

This section (at the Chair's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and no decisions will be made. It may be regarded as a forum for open discussion after which, members of the public will not have any further opportunities to speak. Limited minutes may be recorded if there is need for such to form a matter for inclusion on a future agenda.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

AGENDA

Item 1.00

Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Item 2.00

To receive declarations of Interest & Dispensations

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

Item 3.00

To receive and sign the Minutes of the last Finance Committee Meeting -

Item 4.00

4.01

Payments

To review and approve the items of expenditure listed below:

Ledger	Gross	VAT	Net	Invoice Date	Debtor	Description
536	15.00	0.00	15.00	25.05.21	Everley Tom	Contractual
537	234.00	38.00	196.00	24.05.21	Kompan Limited	Contractual
538	9,543.60	1,590.60	7,953.00	21.05.21	Play Smart UK	Budgeted Expenditure

4.02

Account Balances [01.06.2021]

Deposit Account: **£100,000.63** [Interest for May **£0.63**]

Current Account: **£11,783.02**

Item 5.00

EDGE IT Review of Software & Reporting

Consideration by the committee as to the use of this software following review online by Chair of the JPC FC.

Item 6.00

To Set Finance Terms of Reference and Finance Regulations

Consideration by members of the committee in setting parameters Terms of Reference & Finance Regulations, documents reference JPC10010 & 10015 [Supporting Documents]

Item 7.00

The Matter of Grants

Applications from **Henley Bowls, [£400.00]** Combined Churches [Suspended] and Parenting Group **[£8,108.00]**.

Item 8.00

The Matter of St John's Church Clock Maintenance.

Cost in June 2019 - £540.00 + VAT, John Taylor & Co.

Committee to discuss and if appropriate approve expenditure of no more than **£700.00 + VAT**

The Matter of New Waste Bins for Installation at Riverlands.

Committee to discuss and if appropriate approve expenditure of no more than **2 x £160.89 + VAT.**

Item 9.00

Chair's Report

Chair to advise committee on possible changes in meeting format and any additional running items.

Item 10.00

Items Councillors wish to be listed on the next Agenda.

Date of next meeting and venue: Monday 21st of June at 6.00pm

**IF YOU HAVE ANY DIFFICULTY ACCESSING & DOWNLOADING SUPPORTING DOCUMENTS,
PLEASE CONTACT THE CLERK**