



Beaudesert & Henley in Arden Joint Parish Council Finance Committee Meeting **MINUTES**

Here are the minutes for the Financial Committee meeting, held in the Memorial Hall, on Monday the 21st of June, 2021.

Present: Chair, Cllr J Kingsnorth, Cllrs Okey, Field, Andrews and Easton

In Attendance: The Clerk, Ray Evans

There were no members of the public present at the meeting.

1.

Acceptance of Apologies for Absence Schedule 12 of the Local Government Act 1972. 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.	Resolved: No apologies received.
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2.

To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	Resolved: No declarations handed to the Clerk.
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3.

To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)	Resolved: The Chair reported that the minutes were a true and accurate report of the Finance Committee Meeting on the 7th of June 2021, and proposed that they be accepted by the members, seconded by Cllr Easton, and carried in favour by all members present.
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4.

PAYMENTS					
Local Government Finance Act 1992					
Payments Made Since Last Meeting					
Entry	Debtor	Gross	VAT	Net	Decision
536	Everley, Tom	15.00	0.00	15.00	Pond survey
537	Kompan Limited	234.00	38.00	196.00	Play area survey
538	Play Smart Ltd	2,543.60	590.60	1,953.00	Outdoor gym Jubilee
Payments for Consideration on 21st June 2021					
547	Art Attack	300.00	00.00	300.00	Pond signage artwork

Resolved:

Chair proposed that the invoice for Art Attack fulfilled the requirements of the JPC and was as planned for this project, seconded by Cllr Easton, and carried in favour by all members present.

Clerk's Note: Chair asked the Clerk to provide date of invoice and due date for payment on future payment reports on the agenda.

5.

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The current account statement to the 15th of June follows. The balance of the deposit account amounting to £100,001.45 as at 15.06.2021 Interest amounting to £0.82 had been credited for the month of June. Current account balance was £1,249.77. A copy of the bank statement for June will be posted on the JPC website.</p>
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Resolved:

Chair noted the bank balances and proposed that they be approved by the committee as a true record, seconded by Cllr Easton and carried in favour by all members present.

6. EXPENDITURE

To consider, and if appropriate approve payment for the following capital/service items of expenditure.

<p>7.1 Dog Poo Bins</p>	<p>Refer to Expenditure Trail posted on JPC website for more details – no greater than £419.01 + VAT Resolved: Chair proposed that the committee agree to purchase the said dog poo bins, she instructed the Clerk to raise a purchase order, motion seconded by Cllr Easton and carried in favour by all members present.</p>
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<p>7.2 Grant Award to Henley Bowls Club</p>	<p>Henley Bowls club presented a full set of documentation meeting the JPC criteria for small grants and this application is now presented for approval of payment. Grant Value £400.00 Resolved: Chair was satisfied that all the criteria requested by the JPC had been met in this application and proposed the committee agree to grant the award, seconded by Cllr Easton, carried in favour by all members present.</p>
<p>7.3 Pond Signage</p>	<p>Please refer to Expenditure Trail posted on JPC website – total expenditure £900.00 + VAT Resolved: Chair pointed out that the committee had considered and agreed to the payment of £300.00 to Art Attack earlier in the meeting, which was part of the overall cost of this project, thus leaving a balance of £600.00 plus VAT to be considered. Clerk noted this and agreed to minute her comment. The Chair then went on to ask the committee to approve the payments making up the balance of £600.00, her proposal was seconded by Cllr Easton and carried in favour by all members present.</p>
<p>7.4 Stickers promoting new website and shop local campaign.</p>	<p>Please refer to Expenditure Trail posted on JPC website – total expenditure £245.00 + VAT Chair commented that she needed more information about this item. The Clerk agreed to defer the matter to the following Ordinary Meeting, where more information on the project would be presented by members of the JPC. The Chair accepted the deferment.</p>
<p>7.5 Expenditure to cover the cost for Speed Camera Training for the Henley</p>	<p>Please refer to Expenditure Trail posted on JPC website – total expenditure £245.00 + VAT</p> <ol style="list-style-type: none">1. £519.94 + VAT Cost of a speed survey and the selection of radar placements on the High Street.2. £500.00 Charges from WCC Highways to visit the town and assess the needs. To be considered.



<p>7.6 Town clock servicing costs</p>	<p>3. £500.00 Charges from WCC for the design and consultancy reports etc.</p> <p>Resolved: The Chair proposed that provision for the payment of these three sums of money be agreed by the committee as part of this important campaign to manage traffic in Henley. Her motion was seconded by Cllr Easton and carried unanimously by all members present.</p> <p>The Clerk has been advised by Mr. Graham Hindley [Henley Churches] that the contractor, Messrs. John Taylor & Co, has confirmed that the service charge would be £540.00 plus VAT as charged in 2019. As the servicing was not carried out last year, Council are recommended to grant this expenditure.</p> <p>Resolved: The Chair accepted that this was a unique and highly specialised process, and that this particular contractor was a trusted party who had long experience of the servicing of the town clock. She therefore accepted that seeking competitive tenders was not necessary, and recommended that the committee agree with her judgement, her request was seconded by Cllr W Andrews and carried in favour by all members present. The Clerk will prepare a purchase order.</p>
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7. CHAIR'S REPORT

<p>Chair to report on her meeting with the Internal Auditor on the 17th last, and other matters concerning financial regulations, terms of reference and management of financial matters.</p>	<p>The Chair reported to all on her second session in public with the committee. She advised all that she and others, had met with the Internal Auditor, Bob Morgan, and that she was now actively preparing brief and easily understandable protocols for Financial Regulations and Terms of Reference. She referred to a comment raised by the IA regarding the formalisation of the Clerk's terms of contract, in particular, more clarity on the pay scales provided by NALC/NJC for the guidance of the JPC, and those said terms would be revised and would be included in a superseding letter to the Clerk.</p>
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8.

Items for Next Agenda	8.1 Presentation and if appropriate, JPC to adopt the new Financial Regulations and Terms of Reference for the JPC Finance Committee. 8.2 Formalised letter of employment terms for the Clerk and if appropriate, agreement to present said revised terms to the Clerk.
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Meeting concluded at 6.38pm

Date of Next Meeting: Monday 5th July 2021 at 6.00pm at the Memorial Hall

Signed.....

Date.....

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.