



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

Dear Councillor,

You are summoned to a meeting of your Joint Parish Council, on **Monday the 6th of September 2021 at 6.00 pm** at the Memorial Hall, Station Road, Henley. The meeting will consider the items set out in the agenda following. Please observe Covid restrictions imposed by the hall management.

Signed

Ray Evans – Clerk

Date of Summons: **01.09.2021**

Public Question Time

This session (at the Chair's discretion, may last up to 15 minutes overall, 3 minutes per speaker) **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 matter to be included on a future agenda.

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

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.	
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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).	
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3.

<p>To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)</p>	<p>Minutes of the Finance Committee Meeting, 21st June 2021.</p>
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4. CREDITORS PAYMENTS

Payments made since last meeting

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
SLCC	26.07.21	31.08.21	£143.75	£28.75	£172.50	Mentoring & Support, Clerk's CiLCA Training. Payment 1.
Glasdon	21.07.21	31.08.21	£321.78	£64.36	£386.14	2 - Litter Bins [additional needs] Riverlands. Resolved: Item 12.2 Minutes dated 07.06.21
NALC	11.07.21	11.08.21	£50.00	£10.00	£60.00	Local Councils Award Scheme. Entry fee.
T Mousley	07.07.21	07.08.21	£185.00	£37.00	£222.00	Clerk's Delegated Powers [Urgent work]
Tom Everley	15.07.21	15.08.21	£30.00	£00.00	£30.00	Riverlands Pond Survey Contractual half-year fee

Payments for consideration by Council for payment

The Finance Committee shall exercise on behalf of the Council the functions assigned to it and not bound to exercise delegated powers and may at their discretion refer matters to the Council for final decisions. The Finance Committee is required to propose that its minutes and any recommendations therein should be approved and answer any queries and requests for clarifications. The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Net	VAT	Gross	Description
Creative Touch Design	03.08.21	31.08.21	£190.00	£38.00	£228.00	Riverlands signage Toilet directions Resolved by JPC
Creative Touch Design	03.08.21	31.08.21	£245.00	£49.00	294.00	Town north-end welcome signs Resolved by JPC
DM Payroll	16.08.21	16.09.21	£60.00	£00.00	£60.00	Employee Payroll
Edge IT	12.08.21	12.09.21	£360.00	£72.00	£432.00	Contractual Fee Accountancy software
Glasdon	21.07.21	21.08.21	£321.78	£64.36	£386.14	Dog waste bins Resolved by JPC
Henley Focus	27.08.21	27.09.21	£100.00	£00.00	£100.00	Monthly 2 page insert
Kompan	31.08.21	30.09.21	£195.00	£39.00	£234.00	Quarterly inspection of play areas. Contractual
RC Windows	18.08.21	18.09.21	£50.00	£00.00	£50.00	Bus shelter cleaning. Contract ended 31.08.21



SLCC	26.07.21	26.08.21	£143.75	£28.75	£172.50	CiLCA Support tutoring, payment 2.
T Mousley	07.07.21	07.08.21	£185.00	£37.00	£222.00	Emergency Willow tree Riverlands Green spaces
T Mousley	26.08.21	26.09.21	£200.00	£40.00	£240.00	Willow Littleworth, pollard Willow Riverlands
WS Gardens	31.07.21	30.09.21	£345.00	£69.000	£414.00	1 st cuts, Riverlands, Littleworth & Jubilee
WS Gardens	30.08.21	30.09.21	£1,035.00	£276.00	£1,656.00	2 nd , 3 rd and 4 th cuts as above.
Glasdon	13.08.21	13.09.21	£105.00	£21.08	£126.48	General Waste Bin
Totals			£3,535.53	£734.19	£4,615.00	

5. BANKING

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balance of the deposit account amounts to £90,000.79 as at 28.07.2021. Interest earned for July, amounting to £0.79. Current account balance was £262.99 at 31.08.2021 A copy of the bank statement for August will be posted on the JPC website.</p>
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6. EXPENDITURE

The Finance Committee shall exercise on behalf of the Council the functions assigned to it and not bound to exercise delegated powers and may at their discretion refer matters to the Council for final decisions. The Finance Committee is required to propose that its minutes and any recommendations therein should be approved and answer any queries and requests for clarifications. The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

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

<p>6.1 Hot Wheels Mini Grant Lead: Cllr Kingsnorth</p>	<p>Grant limited to £500.00 Grant Application form GA21-08-101 Posted on website.</p>
<p>6.2 Memorial Hall Mini Grant Lead: Cllr Kingsnorth</p>	<p>Grant limited to £500.00 Grant Application form GA21-08-102 Posted on website.</p>
<p>6.3 Bench for Littleworth Proposal by a resident for open debate. Cost no more than £250.00</p>	<p>For discussion only. NO DECISION required.</p>



7. COUNCILLORS MATTERS

Members of the council address the meeting [5 MINUTES MAX]

<p>7.1 Adoption of new Finance Committee Policies 10010 - Finance Regulations 10010.1 - Finance Committee ToR 10010.2 - Reserves Policy 10010.3 - Finance Risk Register Lead: Cllr Kingsnorth</p>	<p>To debate, and if appropriate, adopt the finance new policy documents listed opposite. All posted on JPC website.</p>
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8. NEXT AGENDA

<p>Items for Next Agenda</p>	<p>Clerk to note.</p>
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Date of Next Meeting: Monday 4th of October 2021

Signed..... Date.....

APPENDED: Budget Tracking Register 01.04.2021 to 31.08.2021



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

BUDGET MONITORING 2021-2022
PERIOD 01.04.2021 to 31.08.2021



OUTGOINGS						
Budget Ref	Budget	Actual Net	VAT	Actual Gross	Variation	Annotations
100	32,000.00	8,020.82	0.00	6,401.86	25.07%	Provision for higher pay scales awarded for qualifications and other attributes
110	1,500.00	793.95	0.00	600.13	52.93%	
115	250.00	57.56	0.00	57.56	23.02%	
120	17,000.00	2,270.45	254.10	2,524.55	13.36%	
125	2,000.00	1,126.75	145.55	1,272.30	56.34%	Increased training due to intake of new members [co-opted]
130	3,200.00	500.00	0.00	500.00	15.63%	Henley Focus Mar, Apl, May, Jun & July
135	1,500.00	117.00	0.00	117.00	7.80%	SDC Fees for planning app for flagpole
140	1,200.00	195.00	39.00	234.00	16.25%	
145	0.00	0.00	0.00	0.00	0.00%	
150	5,000.00	2,261.20	252.25	2,513.45	45.22%	Unplanned upgrade on website to comply with access and security needs
155	1,450.00	0.00	0.00	0.00	0.00%	
160	20,000.00	9,851.60	1,750.32	11,601.92	49.26%	Play smart invoices for outdoor gym £7,853.00 is offset by £2,870.25 grants [£5,082.75 net]
165	8,000.00	2,395.60	434.12	2,829.72	29.95%	
170	8,000.00	350.00	70.00	420.00	4.38%	
175	2,000.00	1,985.00	0.00	1,985.00	99.25%	
180	34,000.00	19,386.00	0.00	19,386.00	57.02%	
185	12,000.00	686.65	117.33	803.98	5.72%	
190	2,500.00	0.00	0.00	0.00	0.00%	
195	8,000.00	2,130.17	0.00	2,130.17	26.63%	
	159,600.00	52,127.75	3,062.67	53,377.64	32.66%	Target at 31.08.21 - 41.67%
INCOME						
Budget Ref	Budget	Actual Net	VAT	Actual Gross	Variation	Annotations
10	116,600.00	58,300.00	0.00	3,164.14	50.00%	Half-year payment
20	0.00	0.00	0.00	0.00	0.00%	
25	8,000.00	8,787.50	0.00	8,787.50	109.84%	Donation by Crocetta Holdings towards north end signage 20.08.21
30	2,626.00	305.00	0.00	305.00	11.61%	
35	1,000.00	0.00	0.00	0.00	0.00%	Paid in January
40	30.00	11.20	0.00	11.20	37.33%	
50	1,500.00	0.00	0.00	0.00	0.00%	
	129,756.00	67,403.70	0.00	12,267.84	51.95%	
Balances at 31.08.2021						
		262.99				
		90,000.79				
		90,263.78				