



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

Here are the Minutes for the JPC Finance Committee Meeting, held at 6.00pm, on **Monday the 6<sup>th</sup> of September 2021** at the Memorial Hall, Station Road, Henley in Arden.

**Present:**

Chair - Cllr Kingsnorth, Cllrs Field and K Easton

[Section P, para 1. Committee Terms of Reference [JPC Councillors Handbook, quorum 3 members]

**In Attendance:**

The Parish Clerk, Ray Evans. There were three members of the public present at the meeting..

**1.**

<p><b>Acceptance of Apologies for Absence</b> 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.</p>	<p>Apologies accepted from Cllr W Andrews. <b>Resolved:</b> Committee accepted apologies Clerk noted the fact that this committee was one member down caused by the resignation of Cllr Okey.</p>
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**2.**

<p><b>To Receive Declarations of Interest and Dispensations</b> Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	<p><b>Resolved:</b> No declarations received by the Clerk</p>
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**3.**

<p><b>To Receive &amp; Sign Minutes of Last Meeting</b> LGA 1972 Sch 12 para 41(1)</p>	<p>Minutes of the Finance Committee Meeting, 21<sup>st</sup> June 2021 were inspected by the Chair and found to be a true and accurate record of the proceedings, she proposed the committee members support her motion, this was seconded by Cllr K Easton, and carried in favour by all members present.</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	£69.00	£414.00	1 <sup>st</sup> cuts, Riverlands, Littleworth & Jubilee



WS Gardens	30.08.21	30.09.21	£1,035.00	£276.00	£1,656.00	2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> cuts as above.
Glasdon	13.08.21	13.09.21	£105.00	£21.08	£126.48	General Waste Bin
<b>Totals</b>			<b>£3,535.53</b>	<b>£734.19</b>	<b>£4,615.00</b>	

**Resolved:**

The Finance Committee Chair stated that all FOURTEEN invoices for goods and services listed above, fulfilled the requirements of the JPC and were within the scope of the annual budget provisions and should be settled. She proposed that the Committee recommend payment to all and that committee members support her motion, this was seconded by Cllr K Easton, and carried in favour by all members present.

## 5. BANKING

<p><b>Banking [Account Balances]</b> [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balance of the deposit account amounts to <b>£90,000.79</b> as at 31.08.2021. Interest earned for July, amounting to <b>£0.79</b>. Current account balance was <b>£262.99</b> at 31.08.2021 <b>A copy of the bank statement for August is posted on the JPC website.</b></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><b>6.1 Hot Wheels Mini Grant Lead: Cllr Kingsnorth</b></p>	<p>Cllr Kingsnorth spoke directly with the author of the grant application, Mrs. Sue Westmacott, and asked what amount she wished to raise. A copy of the grant request is posted on the JPC website.</p> <p><b>Resolved with recommendation to full council.</b> Cllr Kingsnorth, Chair of Finance, proposed a payment of <b>£500.00</b>, her motion seconded by Cllr K Easton. Cllr Kingsnorth went on to address the members on the matter of the JPC gifting a mobility scooter to the <b>Hot Wheels</b> group, and that this would be placed on the agenda for the next meeting for consideration. The Clerk requested more details of the vehicles from Mrs. Westmacott.</p>
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<p><b>6.2</b> <b>Memorial Hall Mini Grant</b> <b>Lead: Cllr Kingsnorth</b></p> <p><b>6.3</b> <b>Bench for Littleworth</b> <b>Proposal by a resident for open debate.</b> <b>Cost no more than £250.00</b></p>	<p>Grant limited to <b>£500.00</b> Grant Application form GA21-08-101 Posted on website. Cllr Kingsnorth reminded the members that a grant to the Memorial Hall was made in the last grants awards and that to raise a grant to subsidize a forthcoming production did not meet with the grants committee criteria. She went on to say that consideration may be given if part of the <b>SDC 'Welcome Back Fund'</b> might be used for this purpose. She asked members to defer any further discussion until more information about the SDC grant is known</p> <p>Grant limited to <b>£500.00</b> Grant Application form GA21-08-102 Posted on website. The Clerk invited Chair to comment, and she reported that no further progress had been made on the kind offer from Yew Trees Farm Shop to gift a bench to the town during the onset of the pandemic. She asked the Clerk to raise the matter with the company concerned, and report back to the members. <b>Matter deferred until next meeting.</b></p>
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## 7. COUNCILLORS MATTERS

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

<p><b>7.1</b> <b>Adoption of new Finance Committee Policies</b> <b>10010 - Finance Regulations</b> <b>10010.1 - Finance Committee ToR</b> <b>10010.2 - Reserves Policy</b> <b>10010.3 - Finance Risk Register</b> <b>Lead: Cllr Kingsnorth</b></p>	<p>Cllr Kingsnorth, Chair of Finance advised all that a meeting with the Internal Auditor revealed the need to update these documents. <b>Resolved:</b> She recommended that said policy documents, which may be subject to further adjustments, be duly adopted by full council, and asked that her recommendation be taken forward to the Ordinary Meeting, her motion seconded by Cllr K Easton and carried in favour by all members present. Copies of all can be found on the JPC website under finance matters.</p>
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## 8. NEXT AGENDA

<p><b>Items for Next Agenda</b></p>	<p>None recorded.</p>
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**Date of Next Meeting: Monday 4<sup>th</sup> of October 2021**

**Signed..... Date.....**

**APPENDED: Budget Tracking Register 01.04.2021 to 31.08.2021**

DRAFT



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				