



# 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 **1<sup>st</sup> of November 2021**.

**Present:** Cllr J Kingsnorth, Chair, Cllrs Field, Andrews, Brady, Easton and Harries

**In Attendance:** The Clerk, Ray Evans

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

**THE FINANCIAL COMMITTEE IS SANCTIONED BY THE LOCAL GOVERNMENT ACT 1972, Part V, s.108.  
THEIR RECOMMENDATIONS TO FULL COUNCIL ARE HEREBY LISTED IN THESE MINUTES.**

## 1.

<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.	<b>Resolved:</b> No apologies received
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## 2.

<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).	<b>Resolved:</b> No declarations handed to the Clerk.
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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><b>Resolved:</b> The Chair reported that the minutes were a true and accurate report of the Finance Committee Meeting on the 6th of September 2021, and proposed that they be accepted by the members, seconded by Cllr Easton, and carried in favour by all members present.</p>
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## 4. CREDITORS PAYMENTS

### Payments made since last meeting

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
Joseph Hardy Trust	27.07.21	27.08.21	£220.00	£00.00	£220.00	Rental charges Heritage Centre
Creative Touch Design	21.09.21	21.10.21	£2,335.00	£467.00	£2,802.00	Town welcome signage, leaflets, play area signage
C Harrison Handyman	27.09.21	05.10.21	£1,120.00	£00.00	£1,120.00	Labour Charges in accordance with JPC Contract. See Item 10.5 on this agenda.
C Harrison Handyman	27.09.21	05.10.21	£128.00	£00.00	£128.00	Material cost reimbursement. See Item 10.5 on this agenda.

### Payments for consideration by Council for payment

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

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
C Curtis	03.09.21	03.11.21	£649.60	£129.92	£779.52	Timber products
C Curtis	17.09.21	03.11.21	£177.25	£35.45	£212.70	Timber products
C Curtis	22.09.21	03.11.21	£122.80	£24.56	£147.36	Timber products
C Curtis	30.09.21	03.11.21	£233.60	£46.72	£280.32	Timber products
C Curtis	05.10.21	03.11.21	£289.00	£57.80	£346.80	Timber products
C Curtis	07.10.21	03.11.21	£75.35	£15.07	£90.42	Timber products
Focus	25.10.21	30.11.21	£100.00	£00.00	£100.00	2 page insert
Parish OL	20.10.21	30.11.21	£104.00	£20.80	£124.80	Mapping software
R Adams	22.09.21	30.11.21	£41.73	£8.35	£50.80	Concrete & cement
R Adams	13.10.21	30.11.21	£314.68	£62.94	£377.62	Cement & gravel
SDC	13.10.21	30.11.21	£2,395.20	£00.00	£2,395.20	Croft Rates
SDC	13.10.21	30.11.21	£2,395.20	£00.00	£2,395.20	Croft Rates
SDC	13.10.21	30.11.21	£940.14	£00.00	£940.14	Croft Rates
T Mousley	20.10.21	30.11.21	£315.00	£63.00	£378.00	Emergency treeworks
WS Gardens	25.10.21	30.11.21	£690.00	£138.00	£828.00	11/25 Oct cuts END SEASON
C Harrison Handyman	27.10.21	03.11.21	£1,579.00	£00.00	£1,579.00	Labour £1,120.000, materials £459.00
<b>Totals</b>			<b>£10,422.55</b>	<b>£602.61</b>	<b>£11,025.16</b>	



**Resolved:**

The Chair asked what period the business rates covered, Clerk confirmed, 19/20, 20/21 and 21/22 respectively, she proposed

i] that 19/20 and 20/21 be paid in full and that the Clerk approach SDC with a view to paying 21/22 in monthly instalments by direct debit.

ii] The Chair highlighted the number of invoices for materials used by the Handyman saying that she did not doubt that the materials were accounted for and allocated to certain projects, but their sourcing created a moderate [green] risk on the **JPC register 10010.3**.

The Clerk confirmed that Colin Harrison asked suppliers to **note job descriptions on their invoices**, additionally the Clerk will also list such items and their use on the Handyman’s work schedules.

iii] The Chair confirmed that **all of the** invoices listed had otherwise fulfilled the requirements of the JPC, her proposals i] to iii] were seconded by Cllr Easton and carried in favour unanimously by all members present.

**Income since last meeting.**

Payee	Remittance Date	Amount	Description
HMRC	14.10.21	£4,244.83	Refund 01.04.21 to 30.09.21
Lloyds	27.10.21	£00.91	Interest paid – October 2021

**Resolved:**

Chair noted the income 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.

Clerk’s Note: VAT refunding would now be collected quarterly, next application **period 01.10.21 to 31.12.2021**.

## 5. BANKING

<p><b>Banking [Account Balances]</b> [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balances of accounts at <b>27.10.2021</b> are  Deposit Account <b>£130,000.91</b>  Current Account <b>£6,597.26</b>  <b>A copy of the bank statement for October is posted on the JPC website.</b></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 Field and carried in favour by all members present.

## 6. CHAIR’S REPORT

<b>No reports</b>	Chair had no items to report on
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## 7. CLERK'S REPORT

<p><b>7.1</b> <b>Finance Regulations Internal Auditors comments to be considered.</b></p> <p><b>Clerk's Note:</b> Monthly reconciliation reports, budget tracking reports and bank statements are now posted regularly on the JPC website.</p>	<p>Copies of the Internal Auditors Report dated 12<sup>th</sup> October 2021 had been previously circulated to the members. The Chair made reference to paragraph 2) New financial Regulations, and commented that she was satisfied that the regulations were both practicable and functional and proposed that members support her motion to accept the content as adopted in the finance committee meeting of the 6<sup>th</sup> of September 2021, Item 7.1 where the outcome was:</p> <p><b>Resolved:</b> <i>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.</i></p> <p><b>SAVE,</b> adjustments to Clause 11.3.2 [Handyman] of the regs, highlighted by the risk element the Chair had mentioned in Item 4. above. She proposed that full council support her motion, promising that she would provide an amended and appropriate response to 11.3.2 for the next meeting on the 8<sup>th</sup> of November. Her motion was seconded by Cllr Easton and carried in favour by all members present.</p> <p>Reference was then made to paragraph 1] in the IA report by the Chair, the Clerk said that the existing <i>contract of employment</i> fell short of the legislation - Employees Rights Act 1996 [amended 06.04.2020], and that he had sought advice from the SLCC and would present a <i>conforming document</i> for the next meeting on the 8<sup>th</sup> for adoption by the JPC. He further confirmed that this document named: PRINCIPAL STATEMENT OF PARTICULARS OF TERMS OF EMPLOYMENT, would carry an exact definition of payscales applicable to the role, under the current NJC agreement. When adopted, a copy appertaining to the Clerk, would be handed to him [retrospectively] signed and dated by the two parties at the aforesaid meeting.</p> <p>Finally, the shortcomings listed by the IA in paragraph 3) created by a lack of Wi-Fi at the last venue, clearly needed to be resolved so that the IA's report may be completed, having been satisfied that expenditures completed earlier in the year may be identified. The Clerk said he would contact the IA for this purpose.</p>
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## 8. EXPENDITURE

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

[Considered in earlier Finance Meeting and agreed by full council]  
The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

<p><b>8.1</b> <b>Bench for Littleworth</b> Cllr Bainbridge proposes the purchase and installation of ONE metal bench, Wessex forge, 3-seater bench, galvanized £426.00 including VAT, Delivery if to be assembled £35.00, or £75 if assembled</p> <p><b>8.2</b> <b>Grant for HUB</b> Christmas lunch grant request for £200.00. Application document circulated to all.</p>	<p><b>Resolved:</b> Chair was satisfied that all the criteria requested by the JPC had been met in this application and proposed the committee agree to purchase this item which had been the subject of debate prior to the pandemic. Her motion was seconded by Cllr Field, carried in favour by all members present.</p> <p><b>Unresolved:</b> The Chair reported that as no representative was present from the HUB to respond to a number of questions regarding this grant request, that the matter be deferred until the Ordinary Meeting on the 8<sup>th</sup> next.</p>
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## 9. COUNCILLORS MATTERS

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

<p><b>9.1</b> <b>THE BUDGET</b></p>	<p>The Clerk placed a copy of the 21/22 budget on screen for all to observe. He explained to the new members why there was a need for expenditure for 22/23 to be debated, particularly items involving large sums of money such as grants and green spaces etc so that a request for the precept can be formulated for approval by the council and electorate.</p> <p>The Chair asked that the following actions take place:</p> <ol style="list-style-type: none"><li>1. The Clerk should contact all social groups who took part in the last grant award rounds, providing them with an application form and that notice be given on the JPC website inviting new associations to apply.</li><li>2. That a public meeting solely designed to set the budget for 22/23, be held on the <b>22<sup>nd</sup> of November at 6.00pm</b> at the Memorial Hall, <b>save</b> the final figure for grants, which will be finalised at interviews of all applicants, held at the same time and venue one week later, the <b>29<sup>th</sup> of November 2021</b>.</li></ol>
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<p><b>9.2</b> <b>Grant applications 22/23 strategy and other considerations.</b></p>	<p><b>3. Resolved:</b> The Chair proposed that the <b>grants working party</b> be made up of the <b>finance committee members present</b>, this was seconded by Cllr Easton and carried in favour by all members present. In line with delegated powers, final and formal ratification will be sought at the Ordinary Meeting on the 8<sup>th</sup> next.</p>
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## 10. NEXT AGENDA

<p><b>Items for Next Agenda</b></p>	<p>Please refer to published agendas on the JPC website.</p>
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**Date of Next Meeting: [Finance Committee] 22<sup>nd</sup> November, Memorial Hall, 6.00pm.**

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