

**Hemyock Parish Council**  
**Finance Committee Meeting**  
**held in Forbes Lounge, Parish Hall at 10am 25<sup>th</sup> April 2019**

Subject	Action
<p><b>1. <u>Present</u></b>            Mr T Barton, Miss P Lawrence, Mrs H Stallard and Mrs D Evans (Parish Clerk).  <b><u>Apologies</u></b> Mr N Punnett (received and approved)</p> <p>In the absence of the chair, Mr Barton was nominated as chair of the meeting by Miss Lawrence, seconded by Mrs Stallard.</p>	
<p><b>2. <u>Declarations of Interest/Dispensations</u></b>            None declared.</p>	
<p><b>3. <u>Minutes from previous meeting</u></b>  <b>PROPOSAL:</b> The Finance Committee minutes of the 21<sup>st</sup> February 2019 are approved.  <b>PROPOSED:</b> Mrs Stallard  <b>SECONDED:</b> Miss Lawrence  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>4. <u>Donations/Grants</u></b>            None received.</p>	
<p><b>5. <u>Financial Review</u></b></p> <p>5.1 Budget v Actual financial review.            The clerk ran through the end-of-year and up-to-date figures and no significant variances were noted.</p> <p>5.2 Virements.            Mrs Stallard suggested that the allocated budget for pavements in the village should be increased to £50,000.  <b>PROPOSAL:</b> the budgeted figure for pavements is increased to £50,000, to be taken from the future projects fund.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour)</p> <p>5.3 Bank reconciliation carried forward as statements had not been received.</p> <p>5.4 Skipton Building Society. Application completed and cheque signed for £85,000 investment in 1-year bond.</p> <p>5.5 Maintenance contract.  <b>PROPOSAL:</b> the hourly rate is increased to £15 per hour.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour)</p> <p>5.6 Annual Return – clerk will be completing this shortly.</p>	<p>Full council</p> <p>Full council</p>
<p><b>6. <u>Commons Management Group</u></b></p> <p>6.1 Benches – the clerk had obtained several quotes for different styles of benches and picnic tables.  <b>PROPOSAL:</b> the pc purchases 2 benches and 2 sloper benches for stock and a picnic table to replace the vandalised table at Longmead, to a maximum of £2,000.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour)</p> <p>6.2 Car Park – Hemyock Turbary.  <b>PROPOSAL:</b> a car parking area is created at Hemyock Turbary, subject to necessary planning permission, up to a maximum cost of £4,000.  <b>PROPOSED:</b> Mrs Stallard  <b>SECONDED:</b> Miss Lawrence  <b>DECISION:</b> passed (all in favour)</p>	<p>Full council</p> <p>Full council</p>
<p><b>7. <u>Asset Management</u></b>            The clerk reported that she had contacted a local building surveyor/valuer. He suggested that to complete a 5-yearly rebuild assessment and survey/condition report would cost in the region of £1500.</p>	

<p><b>PROPOSAL:</b> the council employs the services of a professional surveyor to value and advise on management of assets.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour)</p>	<p>Full council</p>
<p><b>8. <u>Items raised by clerk</u></b>                  Nothing to report.</p>	
<p><b>9. <u>Items raised by chair</u></b>                  Nothing to report.</p>	
<p><b>10. <u>Items raised by councillors</u></b>                  The Healthy Living &amp; Activities Centre – the centre will require planning permission to change its use from day care centre to office space if it wishes to sub-let space to the AONB. It has asked if the parish council will submit and pay for the planning application (half the usual fee of £462).  <b>PROPOSAL:</b> the pc submits and funds the planning permission application. It also recommends the centre uses Ashfords to draft the lease between the centre and the AONB. The pc will pay for legal fees up to a maximum of £1,500.  <b>PROPOSED:</b> Mrs Stallard  <b>SECONDED:</b> Miss Lawrence  <b>DECISION:</b> passed (all in favour)</p>	<p>Full council</p>
<p><b>11. <u>Date of next meeting</u></b> Forbes Lounge, Parish Hall, 10am Thursday 25<sup>th</sup> April 2019</p>	

Meeting closed at 11.15am

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