

Hemyock Parish Council
Finance Committee Meeting
held at the Healthy Living & Activities Centre, Hemyock at 7.30pm on 15 November 2023

Subject	Action
<p>1. Welcome by the Chairman, apologies for absence and introduction_</p> <p>Miss Lawrence (Chairman) welcomed everyone to the meeting.</p> <p><u>Present</u> Miss P Lawrence, Mr Andrews, Mr N Moon, Mr S Summers, Mrs K Talbot and Mrs S McGeever (temporary Parish Clerk).</p> <p><u>Apologies</u> There were no apologies.</p> <p>The finance committee normally meets once every three months.</p>	
<p>2. <u>Declarations of Interest/Dispensations</u></p> <p>There were no declarations of interest or dispensations noted.</p>	
<p>3. <u>Minutes from previous meeting</u></p> <p>It was RESOLVED that the minutes of the meeting on 19 July 2023 were a true and accurate recording of the meeting and were duly initialled and signed by the Chairman.</p>	
<p>4. <u>Public Participation</u></p> <p>There were no members of the public present.</p>	
<p>5. <u>Matters Arising</u></p> <p>There were no matters arising.</p>	
<p>6. <u>Financial Review</u></p> <p>6.1 Update on latest financial information Miss Lawrence had circulated the latest financial information to those present. These documents included:</p> <ul style="list-style-type: none"> a) Finance summary 2022-23 b) Finance worksheets for 2023/24 c) notes to accompany the above documents <p>6.2 Review income and expenditure budgets It was noted that the Parish Council had elected to move to Scribe and full budget information would not be available until early January when the first seven months of the year had been input into the accounts package. It was known that certain elements of income such as the cemetery were variable. The possibility of re-naming some of the cost centres was considered such as setting up a General Fund and an Asset Management Fund.</p> <p>Some budget cost centres were historic and may no longer be required such as those relating to the purchase of land.</p> <p>6.3 Consider any necessary virements It was felt it would be necessary to make some adjustments to the 2023/24 budget and look make some virements, in particularly, those relating to salary given the current situation.</p> <p>6.4 Discuss future known expenditure, potential expenditure and allocate budgets</p>	

The known expenditure would be

- a) funding towards the skate park
- b) maintenance of the Garages
- c) maintenance of the BHLAC (contributions re insurance) and weather internal fittings were part of the lease
- d) maintenance of the War Memorial (subject to ownership)
- e) maintenance of Longmead including the drains

It was felt that Terms of Reference should be written for all the committees that managed Parish Council assets and that regular reports should be received by the Parish Council.

6.5 Insurance policy – updated figures

The Clerk would contact the insurance company and provide the updated figures which may or may not alter the premium.

6.6 To discuss putting accounts onto Scribe

Mr Summers advised that he was prepared to input the accounts onto Scribe and the Clerk would provide any information required.

6.7 S106 monies

There may be some funding in the pipeline for youth facilities but negotiations were ongoing.

6.8 Updating signatories for all bank accounts

This work was ongoing.

The main PC bank account, costs £6 per month, internet access and cheque book.

The Clerk sets up payments and two councillor signatories authorise them. Normal use is to keep £100 in the current account and transfer from deposit to cover monthly payments. At our request Donna transferred £15k to cover the next few months.

GF: Griffiths Flay account – these two families left money for the maintenance of graves in the cemetery

P3: Parish Paths Partnership – money for footpath maintenance goes in and out of this account
HSBC

Previously the main PC account. Funds left there to spread £85k (FSC), but looking to get something better.

Term accounts:

Skipton, Nationwide, Cambridge, United Trust

7. Donations/Grants

The Finance Committee resolved to recommend a grant of £600 to the Lights Brigade to the Parish Council.

Proposer: S Summers

Secunder: K Talbot

Unanimous.

8. Asset Management & Risk Assessment

Consideration should be given to insurance for cyber-attacks.

A review of the data back-up facilities would also be undertaken.

It was noted that Zurich and BHIB were both Parish Council insurance specialists.

9. Precept 2024

Given the current economic climate, the Parish Council's reserves and the extra properties, it was RESOLVED that the precept should remain at a level of 97.31 for Band D properties.

Proposer: N Moon

Secunder: P Lawrence

Unanimous

<p>10. <u>Items raised by clerk.</u> The Clerk had suggested that the cemetery records also move to Scribe and this would be considered. The current paper books would need to be put into a spreadsheet to upload to the system.</p>	
<p>11. <u>Items raised by chair.</u> The following items were raised by the Chair: a) Obtaining quotes/carrying out work to the trees at BHLAC given the damage caused during the last storm. It was considered that the trees posed a health and safety risk both the building and residents. b) Upgrading the doors at the BHLAC – estimated cost £2989.00 It was RESOLVED to make a recommendation to the Parish Council to cover the cost. Proposer: P Lawrence Seconder: N Moon Unanimous c) Replacing the dishwasher at the BHLAC – estimated costs £2,277.00 d) Show Wardens/Road Wardens e) The path around Longmead needs attention to stop water lying on the surface f) The website</p>	
<p>12. <u>Items raised by councillors.</u> Nothing to report.</p>	
<p>13. <u>Date of next meeting</u> The Finance Committee would next meeting in February 24 at the Healthy Living & Activities Centre. The exact dates would be set by the committee closer to the intended month.</p>	

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