

Minutes of Calne Without Parish Council Finance Committee

Zoom 19.30

Tuesday 25<sup>th</sup> August 2020

Calne Without Councillor Attendance

Present (P) Apologies (A) Did not attend (x)

Jim Cook	P	Richard French	P
Katharina Kronig	A	Rob Hislop	P
Ed Jones	P	Alan Malpas	P
Sue Baker	P		

**1 Apologies**

None

**2 Public Speaking**

None

**3 Declaration of Interests**

None

**4 Minutes**

Proposed: Cllr Malpas

Seconded: Cllr French

Agreed unanimously: That the Committee approve the Minutes of the meeting held on 25th June 2020 as a true and fair reflection of the motions agreed by the Committee and the discussions that took place and that these be signed by the Chairman as such.

**5 Matters referred from Parish Council July 13<sup>th</sup>, 2020**

**5.1 Items from Risk Schedule Review**

- Bank Mandate and Financial controls/ Financial regulations Review

Councillors discussed matters arising from the risk schedule relating to banking and financial regulations particularly in response to the situation where face to face contact is not possible.

Proposed: Cllr Malpas

Seconded: Cllr Baker

Agreed unanimously: That the Finance Committee make the following recommendations to Parish Council:

1. That a Councillor Malpas be nominated to take on the role of carrying out the regular quarterly checks of the bank reconciliations unless the Council prefers a non-Committee Councillor take on the role.
2. That Cllr Cook and Malpas be added as signatories to all of the Council's bank accounts to ensure business continuity.
3. That the following contact payments to Idverde (bin emptying), Simon Day & Co (payroll) Sarah Glen (Salary) HMRC (NI), be approved under section 5.6 of the Council's Financial Regulations. The Clerk to set up a system for the recording of such payments and that these should continue to be reported to the Council as paid at the next available meeting.

**4. That the Council reapprove the payment by direct debit to the ICO for the Council's registration as a data controller.**

- Freedom of information: review of disbursements

Councillors amended the document to make reference to the monthly accounts which the Council posts and agreed the revised disbursement cost and revised Model Publications Scheme.

(Cllr Jones joined the meeting)

**Proposed: Cllr French**

**Seconded: Cllr Hislop**

**That the Finance Committee recommend the amended Model Publications document to the Parish Council for adoption.**

5.2 Asset Management: Inspection of Goal Posts and Well House and Notice Board Maintenance  
Councillors considered the information regarding safety inspection of the Goal Posts, condition survey for the Well House and a quote of the maintenance of the Council's oak noticeboards from the maker. The Clerk reported that the initial report on the Well House indicated that the only works required would be cutting back of the hedge and trees immediately behind it. Full report should be available for the Parish Council meeting on 14th September. The maker of the noticeboards had quoted £85 per board for the yearly maintenance to include cleaning and retreating the oak.

Proposed: Cllr French

Seconded: Cllr Malpas

Agreed unanimously:

1. That the Finance Committee recommend to Parish Council.
2. That budget allocation be made for asset maintenance for 2020/21 through reallocation of funding from the discretionary Maintenance budget.
3. That budget allocation be made in the 2021/22 running cost budget for the ongoing maintenance of assets.
4. That the Council use RoSPA Play safety to inspect the Council goalposts as part of a combined visit with other parishes at a cost of £68.50 plus VAT.
5. That the Council consider and approve the cost of Notice Board maintenance at a cost of £85 per board per year.
6. That the Council consider the report on the Well House and approve costs of hedge cutting as appropriate.

5.3 Debit or credit card for Council

This item was deferred until the Committee can consider the Investment Strategy and any possible changes to the Council's bank accounts at a meeting on 16<sup>th</sup> September 2020.

5.4 Covid-19 Grants

No requests have been received.

## **6 Review of Spending April to August 2020**

Councillors reviewed the first 6 months of spending and the detail of running cost budgets that are likely to be underspent. Councillors noted that no progress had been made on the items of discretionary spending. The Committee also considered the focus for spending for 20/21. The request from BART (Bristol Avon Rivers Trust) for £10,000 funding was discussed and Cllr Hislop agreed to contact the Trust to ask for more detail on the support for the project from other Council's

and the deliverable benefits to the community. Clerk to continue to seek information on the ownership of the Stockley Methodist Cemetery before Council be asked to make any decisions on the project.

**Proposed: Cllr Malpas**

**Seconded: Cllr Hislop**

**Agreed unanimously:**

**The Finance Committee make the following recommendations to the Parish Council:**

- 1. That a budget of £5,000 be put in place for the remainder of 2020/21 to address Environment and Infrastructure, specifically proposals arising from the footpaths and rights of way working group. The £5,000 spend to be drawn equally from the two discretionary budget headings of Infrastructure and Community Facilities (£2,500 each).**
- 2. That the Road Safety Feasibility Study be advanced as soon as possible through one of the following options:**
  - a. Revalidation and subsequent acceptance of the only quote received, or**
  - b. A refocused brief to be presented at the Council's October meeting, or**
  - c. The project to be dropped and funding be reallocated elsewhere.**

## **7 Other Matters**

None

Meeting ended 9.20pm