

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

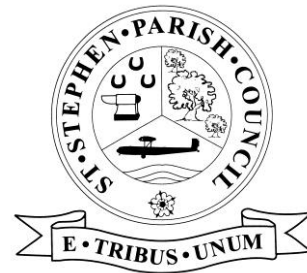
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Present:

Councillors Wendy Berriman Dorothy Kerry Martin Doyle
David Parry Bill Pryce Eileen Whitaker

Also Present: Sue Hake, Clerk, Isabel Crozier, Assistant Clerk

Minutes of the **Finance Committee Remote Meeting** Held on **Tuesday 7 July 2020** at **7.30pm**

2021/FC/001 To elect a chair of the Finance Committee for the year 2020-21

Resolved: Cllr Parry proposed Cllr Kerry is elected to be the Chair of the Finance Committee, seconded by Cllr Pryce.

Votes in Favour: Unanimous

Motion Carried

2021/FC/002 To receive and accept apologies for absence

No apologies received

2021/FC/003 To receive declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda

b) To receive written requests for dispensations for declarable interests

c) To grant any requests for dispensation as appropriate

No declarations received

2021/FC/004 To confirm the minutes of the meeting held on 8 January 2020

Resolved: Cllr Pryce proposed the minutes be confirmed and signed outside of the meeting, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

2021/FC/005 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of the public attended

2021/FC/006 To Approve new requests for expenditure

a) To consider three Electrical testing quotes for all buildings & confirm preferred contractor

i. £3690 plus VAT +£25 per additional circuit

ii.£3250 plus VAT

iii.£2560 plus VAT + £16 per additional circuit

Resolved: Cllr Kerry proposed quote iii for £2560 plus VAT + £16 per additional circuit are allocated to complete the electrical testing work, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

b) To agree to suspend Standing Orders for three quotes due to the nature of the specialist work to proceed with Barn condition survey quote up to £1350

Resolved: Cllr Doyle proposed suspending Standing Orders to agree the completion of the Barn condition survey up to an amount of £1350 from the Buildings reserves, seconded Cllr Parry

Votes in favour: Unanimous

Motion Carried

- 2021/FC/007** To consider grant & discount/payment holiday requests
- a) Hanstead Wood grant
Resolved: Cllr Pryce proposed 100% grant for £120 insurance and £180 for equipment be made for Hanstead Wood, Seconded Cllr Whittaker
 Votes in favour: Unanimous **Motion Carried**
- b) General licence/rent
 Cllr Kerry proposed that all concession or lease holders requesting a discount will need to apply in writing and provide a copy of current accounts and declare government grants and support. A payment plan may be possible to clear arrears, seconded Cllr Parry
 Votes in favour: 5, Against 1 **Motion Carried**
- 2021/FC/008** To consider and agree hire rates
- a) Allotment rent review, due for Oct 20
Resolved: Cllr Pryce proposed the same increase as previous year of 4%, rounded to nearest £1, seconded Cllr Whittaker
 Votes in Favour: 5 Abstained 1 **Motion Carried**
- b) Start a process to review hire rates for centres, storage grounds and sports pitches
Resolved: Cllr Berriman proposed no increase to hirers for the year 2021, seconded Cllr Whittaker
 Votes in favour: Unanimous **Motion Carried**
- 2021/FC/009** To approve the bank to use for Electronic Banking and agree signatories
 The Clerk confirmed Co-Op charges are excessive, Lloyds are not taking new customers, HSBC were still to supply details and Unity Trust charges appear to be competitive with no additional charges for number of signatories.
Resolved: Cllr Pryce proposed opening an account with Unity Trust to manage electronic payments for the Council to be managed by the Clerks and all members of finance and the clerk to be made signatories. Seconded Cllr Berriman
 Votes in favour: Unanimous **Motion Carried**
- 2021/FC/010** To Approve the list of suppliers paid by Direct Debit or Standing Order for 2020/1
 Cllr Parry requested looking at an alternative to Allstar Fuel Cards. The Clerk confirmed a cheaper alternative was currently being sought as this had only been set up in an emergency after the fuel tank was broken into and could no longer be used.
 Resolved: Cllr Kerry proposed to approve the list of suppliers including HMRC and LGPS, seconded Cllr Pryce
 Votes in favour: Unanimous **Motion Carried**
- 2021/FC/011** To Agree the End of Year Management Accounts for 2019-20 and ii Annual Return figures for the AGAR
Resolved: Cllr Parry proposed agreement of the End of Year Management Accounts for 2019-20 and the Annual Return Figures for the AGAR, seconded Cllr Pryce
 Votes in favour: Unanimous **Motion Carried**
 Thanks were expressed to the Centre Manager for increasing bookings and income and to the Clerk for careful management of funds
- 2021/FC/012** To agree Internal Audit Report
 Agreed to defer to Full Council when received
- 2021/FC/013** To note Actual to Budget Report Apr-Jun20
 Budget report noted and quarterly bank reconciliation agreed to be signed by members of the Finance committee

2021/FC/014 To consider the revised budget forecast for 2020-21 and agree on any actions
The clerk went through and explained the reasoning for the revised budget forecast due to the closure of the centres because of Covid 19.
Action: Clerk to circulate to all councillors and request any thoughts and or suggestions be submitted to Cllr Kerry and Parry for the interim.

2021/FC/015 To discuss Section 106 Project proposals
The clerk confirmed receiving a call from Philip Bruce Green and reminded councillors Project proposals needed to be included in the Business Plan and submitted to St Albans District Council with the County and District Councillor approval.
It was agreed a round table meeting of Parish and Ward Cllrs as well as Residents Associations, should be held as soon as possible to discuss and agree projects

Meeting closed at 21.11

Date of Next Meeting to be confirmed

Signed:

Date: