

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of Finance Committee Meeting

held on **Thursday 1 April 2021** at **7.30pm**

Venue: **Remote meeting via Zoom**

Present: Councillors Wendy Berriman Dorothy Kerry Martin Doyle
David Parry Eileen Whitaker

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

2021/FC/047 To receive and accept apologies for absence
Cllr Pryce

2021/FC/048 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
None received

2021/FC/049 To confirm the minutes of the meeting held on 7 January 2021
Resolved: Cllr Berriman proposed confirmation of the minutes held on 7 January 21 that are to be signed outside of the meeting, seconded Cllr Parry
Votes in favour: Unanimous Motion Carried

2021/FC/050 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 051 To consider grant & discount applications
i. Brownies
Resolved: Cllr Berriman proposed the Brownies received a discount of 75% with notification to be made this percentage may not apply in the future and will be reviewed for 2022, seconded Cllr Parry
Votes in favour: Unanimous Motion Carried
ii. Gardening Club
The Clerk confirmed no application from the Gardening Club had been received by the Bookings manager for consideration

2021/FC/052 To approve change of payroll contractor to commence from April 2021 for Councillor Allowances and staff salaries
The Clerk went though the fees raised by the current payroll provider and provided a comparison to these with the new provider that would provide cost savings on the basic provision of the payroll service
Resolved: Cllr Parry proposed the change of payroll provider to ELAS, seconded Cllr Berriman
Votes in favour: Unanimous Motion Carried

2021/FC/053 To discuss and consider the Day Nursery request for a long term rental agreement
The Clerk confirmed all payments were up to date and discussed options with the Finance Committee.

Resolved: Cllr Parry proposed a rental agreement up to 2 years with break clauses at the end of each year, to stay in Watford Room unless required but to empty room at the end of each month, seconded Cllr Berriman
Votes in favour: Unanimous **Motion Carried**

2021/FC/054 To agree the reduction and or replacement of vehicles and machinery
Resolved: Cllr Doyle proposed to take the recommendation from the Asset Working Party, seconded Cllr Whittaker
Votes in favour: Unanimous **Motion Carried**

2021/FC/055 To agree list of subscriptions for 2021-22
Resolved: Cllr Kerry proposed agreement to all subscription circulated, seconded Cllr Parry
Votes in favour: Unanimous **Motion Carried**

2021/FC/056 To agree to extend the IT support contract
Resolved: Cllr Parry proposed agreement to extend the contract with Hertscom for a further year, seconded Cllr Kerry
Votes in favour: Unanimous **Motion Carried**

2021/FC/057 To reconfirm signatories for all St Stephen Parish Council bank accounts
Resolved: Cllr Kerry proposed agreement for bank signatories to include all serving members of the finance committee, seconded Cllr Parry
Votes in favour: Unanimous **Motion Carried**

2021/FC/058 To agree Finance Reports
Action: to take finance reports to Full Council

2021/FC/059 Date of next meeting
Tuesday 15 June and put back Full Council one week to 24th June 2021

The meeting closed at 9pm