

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

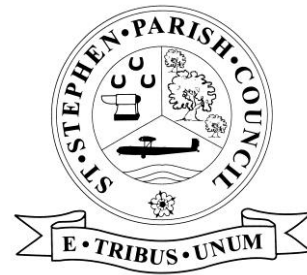
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## Minutes of Finance Committee Meeting

held on **Thursday 30 November 2021** at 7.30pm  
at St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

**Present:** Councillors: Martin Doyle, Dorothy Kerry (Chair), David Parry, Bill Pryce

Also present: Isabel Crozier, Assistant Clerk

- 2122/FC/014** To receive and accept apologies for absence  
Apologies were received from Cllrs Berriman, Skelton, Yates and Whittaker
- 2122/FC/015** 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
- 2122/FC/016** To confirm the minutes of the meeting held on 24 June 2021  
**Resolved:** Cllr Pryce proposed that the minutes be approved as a true record and signed, seconded Cllr Parry  
Votes in favour: unanimous **Motion Carried**  
**Action:** Clerk to include an item on all future committee agendas for an update of actions from previous minutes not covered later in the agenda. **IC/SH**
- 2122/FC/017** Public Participation – to receive petitions, comments and questions  
To welcome public participation in accordance with the Public Speaking Policy  
None
- 2122/FC/018** To confirm membership of the Finance Committee and additions to the signatory mandates  
The terms of reference for this committee state that it be made up of 6 cllrs including the chair of the Council and that vice chairs are ex-officio. This means that the current make up of the committee has one too many members. It was agreed that the Terms of Reference of the Finance Committee should be altered to say that membership comprises of six cllrs and the chair and vice chair/s are ex-officio.  
**Action:** recommendation to Full Council to change Terms of Reference **SH**
- 2122/FC/019** Current Bank mandate progress update  
**Action:** Cllr Kerry to check with NatWest regarding progress on setting the clerk up with access. **DK**  
**Action:** Cllrs Kerry and Parry to visit HSBC to confirm identify asap **DK/DP**  
**Resolved:** Cllr Kerry proposed that all members of the Finance Committee are set up as signatories on the Unity Trust Bank Account, seconded Cllr Doyle  
Votes in favour: unanimous **Motion Carried**  
**Action:** Clerk to set up remaining Cllrs from Finance Committee as signatories on the Unity Trust bank Account **SH**
- 2122/FC/020** To consider and agree allotment rent increase for 2022-23  
This had previously been agreed at Full Council to increase the rates by 5% and round to the nearest £1.

Cllr Pryce left the meeting for personal reasons

- 2122/FC/021** To consider amendments to the standing orders and financial regs in relation to the level of budgeted expenditure that require Council approval.  
It was agreed that the wording relating to section 4, budgetary control and authority to spend, should be reworded in order to reflect that the clerk has the authority to spend within budget and to set parameters for approval of overspend or for unbudgeted items.  
**Action:** Wording for this to be agreed and taken to Full Council as a recommendation **IC**
- 2122/FC/022** To consider proposals for the 2022-23 budget and agree on any actions  
A draft budget was available at the meeting but it was felt that it needed more explanation of variances and allocation of items to committees before it could be properly considered by the committee. A date for a future meeting was set as 6<sup>th</sup> January.  
**Action:** Clerk to add notes to draft budget spreadsheet and circulate asap **SH**
- 2122/FC/023** Bad Debt report update  
Deferred
- 2122/FC/024** To consider and agree actions for the credit/debit card use policy  
Deferred
- 2122/FC/025** To consider and agree actions for the Investment policy  
**Action:** Clerk to produce a report and recommendation to be considered at a future meeting **SH**
- 2122/FC/026** Clerks Report  
None
- 2122/FC/027** To agree the next meeting date  
Thursday 6 January 2022, 7.30pm

The meeting closed at 9.12pm

Signed:

Date: