

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

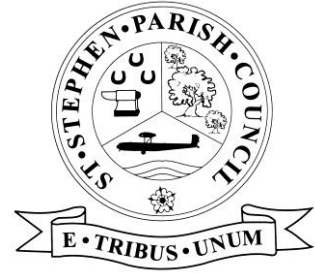
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## Minutes of Finance Committee Meeting

held on Tuesday 7 June 2022 at 7.30pm at St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

**Present: Councillors:** Wendy Berriman     David Parry  
Dorothy Kerry     Eileen Whittaker  
Mark Skelton

Sue Hake, Clerk

0 Members of public

**2223/FC/001** To elect a Chair for the Finance Committee for 2022-23

**Resolved:** Cllr Berriman proposed Cllr Kerry be Chair, seconded Cllr Skelton

**Votes:** For: Unanimous

**Motion Carried**

**2223/FC/002** To receive and accept apologies for absence

Apologies received from Cllrs Pryce, Doyle and Yates

**2223/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

None Received

**2223/FC/004** To confirm the minutes of the meeting held on 15 March 2022

**Resolved:** Cllr Parry proposed the minutes of the meeting held on 15 March are a true and accurate record, seconded Cllr Berriman

**Votes:** For: Unanimous

**Motion Carried**

**2223/FC/005** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of public present

**2223/FC/006** To consider grant & discount/grants

a) Bounce discretionary discount application

**Resolved:** Cllr Parry proposed agreement for the Bounce discretionary discount application subject to receipt of letter from the Foodbank charity, seconded Cllr Skelton

**Votes:** For: Unanimous

**Motion Carried**

b) Hearing Dogs for deaf people discretionary discount application

**Resolved:** Cllr Kerry proposed agreement for the Hearing Dogs discretionary discount application subject to approval of the policy amendments to allow Upward funders to apply once a year, seconded Cllr Berriman

**Votes:** For Unanimous

**Motion Carried**

**2223/FC/007** To consider and agree actions from the Internal Audit Report

The Internal Audit report is in progress and will be taken to Full Council for agreement

Defer to Full Council when received

**2223/FC/008** To agree the End of Year Accounts for 2021-22 and ii Annual Return figures for the AGAR

The Draft Documents were reviewed and will be taken to Full Council for Agreement

**2223/FC/009** To review status of outstanding debts  
The debt report as at 31 March and subsequent report were reviewed and noted to be largely cleared and some in credit

**2223/FC/010** To discuss and agree Earmarked funds allocations  
Earmarked funds discussed and agreed for Council Committees to review

**2223/FC/011** To agree transfers of funds across banks until Investment policy established  
The Clerk requested the transfer of funds from Unity Trust to the Co-op Reserve to cover salary payments and 2/3<sup>rd</sup> of the Unity Trust current account be transferred to the savings account

**Resolved:** Cllr Kerry proposed Clerk arrange

- a) Co-Op reserve account to be maintained at £80k via monies transferred regularly from the Unity Trust account.
- b) 2/3<sup>rd</sup> of remaining Unity Trust balance be transferred to the Unity Trust savings account
- c) Funds held in the HSBC current account are transferred to the savings account and the current account closed
- d) Funds held in the Natwest account be moved into a savings account

**Votes:** For Unanimous

**Motion Carried**

**2223/FC/012** To discuss and agree actions for adoption of an Investment policy  
**Resolved:** Cllr Kerry proposed draft 2 be adopted as an interim policy with amendments to be made linking to climate, environmental and ethical requirements, seconded Cllr Whittaker

**Votes:** For Unanimous

**Motion Carried**

**Action:** Take suggestion of forming a Task and Finish Group for councillors to create a climate, environment and ethical policies to link into the Treasury and Investment policy

**2223/FC/013** To consider HR and H&S quotes and agree contracts  
**Resolved:** Cllr Skelton proposed acceptance of the H&S quote from HS Direct and further information be obtained for the preferred quote for approval at the next Full Council meeting  
seconded Cllr Berriman

**Votes:** For Unanimous

**Motion Carried**

**Action:** HR quote and further information to be taken to the next Full Council meeting

**2223/FC/014** Clerks Report  
No items raised

The meeting closed at 9.23pm