# 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

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

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 31March 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 seconded Cllr Parry

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

Signed :

Date: