

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

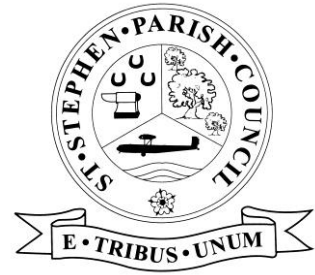
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Minutes of Finance Committee Meeting held on Thursday 27 October 2022 at 7.30pm at St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

Present: Councillors: Dorothy Kerry
David Parry David Yates
Sue Hake, Clerk

2223/FC/015 To receive and accept apologies for absence
Apologies received from Cllrs Pryce, Hilton, Whittaker, Skelton and Doyle, Berriman

2223/FC/016 To receive declarations of interest and dispensations
a) To receive declarations of interest from Councillors on items on the agenda
None received
b) To receive written requests for dispensations for declarable interests
None received
c) To grant any requests for dispensation as appropriate
None received

2223/FC/017 To confirm the minutes of the meeting held on 7 June 2022
Resolved: Cllr Parry proposed confirmation of the minutes for signing, seconded Cllr Kerry
Votes: For 2, Abstained 1 as not present **Motion Carried**

2223/FC/018 Public Participation – to receive petitions, comments and questions
To welcome public participation in accordance with the Public Speaking Policy
None

2223/FC/019 To consider grant & discount/grants
To consider St Luke's Day Care Centre £200 grant request for Christmas meal
Resolved: Cllr Parry proposed approval of £200 grant payment to St Luke's Day Care Centre, seconded Cllr Kerry
Votes: For, Unanimous **Motion Carried**

2223/FC/020 To agree staff bank mandates for the new Assistant Clerk and Bookings Manager
Resolved: Cllr Kerry proposed agreement of for the Assistant Clerk and Bookings Manager to be added to the bank mandates, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**

2223/FC/021 To agree application for Unity Trust Corporate cards for the Clerk and Assistant Clerk
Resolved: Cllr Yates proposed agreement of application for Unity Trust Corporate cards for the Clerk and Assistant Clerk, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**

2223/FC/022 To consider and agree hire rates
Start a process to review hire rates for centres, storage grounds and sports pitches
Action: Clerk asked to request:
a) Senior Groundsperson to complete pitch/grounds costs and time analysis.

- b) Bookings Manager to complete venue costs such as cleaning, security and utilities with proposal for function hire costs and possible 3% increase for regular hire charges

2223/FC/023 To note observations from the Internal Audit Report and management responses and the AGAR external audit report and certificate
Noted

2223/FC/024 To review status of outstanding debts
Debt report reviewed

Action: Clerk to request Bookings Manager pursue the two larger long term debts and look into small claims court for the smaller ones

2223/FC/025 To review six monthly Actual to Budget figures
Reviewed and to be circulated to Full Council

Action: An Investment Task and Finish group be established Incorporating Cllrs Parry, Yates, Skelton and Tyndale to draft an Investment policy for the Parish Council.

2223/FC/026 Clerks Report

- a) Concerns were raised in reference to the speed/delay of approval of payments from the 9 members of the Finance committee.
- b) Reminder noted some have still not completed the activation to enable payment approval so that payments do not have to be re-entered
- c) To note we are currently carrying out a review of all of our supply contracts

Meeting closed 9.15pm