

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

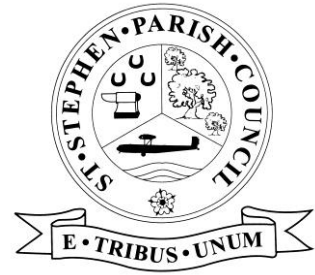
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Finance Committee Meeting held on Wednesday 7 June 2023 at 7.30pm
at: St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

Present: Councillors: Wendy Berriman Mark Skelton David Yates
 Ajanta Hilton Bill Pryce
 Dorothy Kerry Eileen Whittaker
Sue Hake, Clerk, Matt Huddleston, Senior Groundsperson

2324/FC/001 To elect a Chair for the Finance Committee for 2023-24

Resolved: Cllr Kerry was elected as Chair of the Finance Committee for 2023-24

2324/FC/002 To receive and accept apologies for absence

Apologies received from Cllr Hilton

2324/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

2324/FC/004 To confirm the minutes of the meeting held on 2 March 2023

Resolved: The minutes of the meeting held on 2 March 23 be confirmed as an accurate record of the meeting to be duly signed

2324/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 attended

2324/FC/006 To receive presentation from CCLA

Lee Jagger gave a virtual zoom presentation from CCLA

Actions: Lee Jagger to forward copy of the booklet electronically to the Clerk
Councillors to forward questions to the Clerk to aid further research to be made
Prior to a meeting in person

2324/FC/007 Update on actions from previous minutes not covered later in agenda

None

2324/FC/008 To confirm EOY finance report & review status of outstanding debts

Resolved: To confirm the EOY finance report Budget to Actuals 22-23 circulated
The status of outstanding debts was reviewed and confirmed outstanding payments

2324/FC/009 To approve Fixed Asset Register

Resolved: To approve the Fixed Asset Register for 2022-23

2324/FC/0010 To review and approve end of Year bank reconciliations

Resolved: To approve the Chair to sign the EOY quarterly bank reconciliations and bank statements

2324/FC/011 To consider and agree actions from the Internal Audit Report

Deferred to Full Council when received

2324/FC/012 To agree the End of Year Accounts for 2022-23 & Annual Return figures for the AGAR

The draft Section 2 has been circulated and currently awaiting the Internal Audit report
Deferred to Full Council

2324/FC/013 To discuss and agree Earmarked funds allocations

Resolved: To agree allocation of reserves for future projects the Clerk to liaise with Fixed Asset and confirm the allocation of Reserves to planned projects and ensure 50% of the Precept total remain in the Contingency Reserves Funds

2324/FC/014 To consider grant & discount/grants

a) Grow Chiswell Green grant application – Community Garden Shed £650

Resolved: To approve the grant of £650 to Grow Chiswell Green for the Community Garden shed

Actions: Clerk to check website to ensure Community grant payments are publicised
Senior Groundsperson agreed to look into suitable plaque to state funded by St Stephen Parish Council

2324/FC/015 To Consider and agree using S106 monies to fund items a-g

- a. St Julian's Wood- accessible wood land path £60,000 approx
- b. Black Green Wood- accessible wood land path £43,000 approx
- c. Woodbury Field Phase 2-£100,000 approx
- d. Park Street Recreation Ground Phase 3 and 4-£100,00 approx
- e. Solar panels for Greenwood Park Community Centre roof-£100,000 approx
- f. To consider Stay Fit equipment at Phase 2 meadow at Greenwood Park-£60,000 approx as an alternative for permeable carparking as use of S106 monies is not permissible for this
- g. To consider additional Bike parking facilities-to be costed if suitable for S106

The Senior Groundsperson explained the urgent need to identify and confirm projects for both the Green and Leisure Section 106 monies from the BRE development that still need to be allocated and used by March 24. The staff are obtaining quotes to obtain a guidance of costs and will be required to obtain tenders for works exceeding £25k and approval of District Councillors

Resolved: To agree use of Section 106 monies to fund projects a-g to commence the tender process where appropriate and for alternative projects to be agreed via Fixed Assets Committee/ Full Council

2324/FC/016 To consider request to extend Café agreement from August 2023 and agree actions

Resolved: To agree extending the agreement to Lazy Llama café at the current agreement rate for a further period of 12 months

2324/FC/017 To discuss and agree rosta system for approval of all bank payments

Actions: Cllrs Yates, Berriman and Whittaker to activate the authorisation access with Unity Trust and a rosta system for approvals to be established

2324/FC/018 Clerks Report

No items to report

The Clerk was asked to note the discussion for the possibility of flowers to be presented by the Chair to the resident celebrating their centenary at the Parish Centre in July

Meeting closed at 9.35pm