



## HARSTON PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Thursday, 7th January 2020 via zoom commencing at 7.00pm

**Present:**

Councillor Dominic Bellamy  
Councillor Paul Holdom

Councillor David Stierer

**Members: 5 Vacancy: 1 Quorum 3**

Diane Bayliss - Clerk  
0 members of the public

**20-21/17 Apologies and Reasons for Absence**

*(LGA 1972 S 85(1))*

Councillor Dal Benning.

**20-21/18 Members' Declaration of Interest for Items on The Agenda + Requests for Dispensation**

*(Localism Act 2011 s 31 s 33)*

None.

**20-21/19 Open Forum for Public Participation (15 Minutes)**

*At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.*

None.

**20-21/20 To Approve Minutes of Finance Committee**

**It was proposed by Councillor Stierer, seconded by Councillor Holdom, and resolved** that the minutes of the finance committee meeting held on 3<sup>rd</sup> December are approved. (The minutes will be signed as soon as practicable).

**20-21/21 Bank Reconciliations**

**It was proposed by Councillor Holdom, seconded by Councillor Stierer, and resolved** that the bank reconciliations for the current account, optimum account, and the section 106 account, for December are approved.

**20-21/22 Approval of Payments**

**It was proposed by Councillor Bellamy, seconded by Councillor Stierer, and resolved** that the January payments are approved and paid.

**Action:** Clerk to set up payments for authorisation.

Diane Bayliss	Clerks Salary			Confidential
Jason Trueman	Caretaker	£119.00	£0.00	£119.00
Diane Bayliss	Travel/ Clerk's Expenses	£58.20	£0.00	£58.20
Eon	Street Lighting	£80.48	£4.02	£84.50
Fabrications Northeast	Commemorative Bench	850	£170.00	£1,020.00
Swaffham Bulbeck PC	SLCC Conference (half fees)	£150.00	£0.00	£150.00
CAPALC	Training Course	£75.00	£0.00	£75.00
PKF	External Audit Fees	£300.00	£60.00	£360.00
Red Shoes Accounting	Payroll	£37.50	£7.50	£45.00

**20-21/23 Monies Received**

a. Rural Payments Agency £370.50 – Noted.

- 20-21/24 To Consider Quotations for Cemetery Software**  
**It was proposed by Councillor Bellamy, seconded by Councillor Stierer, and resolved** that the quotation from EDGE IT for the cemetery software package for £356.40 is approved.
- 20-21/25 Budget/Precept Discussion 2021-22**
- a. The finance committee reviewed the budget figures and made amendments only to the NIC and Pension Contributions in line with the proposed increase in hours for the clerk. It was agreed that the precept should be increased by a very small margin for the forthcoming year, and that the difference between the precept and the budget should be supported in principle by funds in the council’s general reserve.
  - b. The recommendation to be made to full council was that the precept request should be £62,480 for the financial year 2021-22.
- 20-21/26 To Consider Upper Limit for Cash Card Top Up**  
 The Clerk had found a company who would provide cash cards for the Food Hub volunteers, these need to have an upper limit set. It was suggested that the clerk should find out from the volunteers how much they are likely to spend on a weekly basis and top the cards up to a maximum of 2 weeks’ worth of shopping.  
**It was proposed by Councillor Holdom, seconded by Councillor Stierer, resolved** that two weeks’ worth of expenditure is topped up to each card in the first instance.  
 Further discussions about funds for the Food Hub and the liabilities of the parish council and the volunteers will be discussed at a future meeting.
- 20-21/27 To Approve Updated Standing Orders**  
 This item was deferred until the February meeting.
- 20-21/28 Agenda Items for the Next Meeting**  
*Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.*  
 Food Hub Liabilities  
 4<sup>th</sup> February 2021 (via zoom)

Meeting Closed at 7.30pm

..... Chairman

..... Date