



HARSTON PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Thursday, 4th March 2021 via zoom commencing at 7.00pm

Present:

Councillor Dominic Bellamy
Councillor Paul Holdom

Councillor David Stierer
Councillor Mike Luffman

Members: 5 Vacancy: 1 Quorum 3

Diane Bayliss - Clerk
0 members of the public

20-21/38 Apologies and Reasons for Absence

(LGA 1972 S 85(1))

Absent: Councillor Dal Benning.

20-21/39 Members' Declaration of Interest for Items on The Agenda + Requests for Dispensation

(Localism Act 2011 s 31 s 33)

None.

20-21/40 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.

20-21/41 To Approve Minutes of Finance Committee

It was proposed by Councillor Holdom, seconded by Councillor Stierer, and resolved that the minutes of the Finance Committee meeting held on 4th February 2021 are approved. (The minutes will be signed as soon as practicable).

20-21/42 Bank Reconciliations

It was proposed by Councillor Holdom, seconded by Councillor Luffman, and resolved that the bank reconciliations for the current account, optimum account, the section 106 account and the food hub account for February are approved.

20-21/43 Approval of Payments

It was proposed by Councillor Stierer, seconded by Councillor Luffman, and resolved that the February payments are approved and paid. The payment to Epitaph will be made after the clerk has checked whether the email facility is actually required.

Action: Clerk to set up payments for authorisation.

Diane Bayliss	Clerks Salary			Confidential
Diane Bayliss	Travel/ Clerk's Expenses	£82.72	£0.00	£82.72
Eon	Street Lighting	£83.16	£4.16	£87.32
Viking Direct	Ink Clerk & Councillor	£83.96	£16.79	£100.75
Create Signs	Footpath Signs	£105.00	£21.00	£126.00
Epitaph	Cemetery Software	£309.00	£61.80	£370.80
Barnwell Electrical	Install Defibrillator	£440.00	£88.00	£528.00
Barnwell Electrical	Electric Photo Cell and Cage	£214.70	£42.94	£257.64

20-21/44	<p>Bank Authorisation It was proposed by Councillor Holdom, seconded by Councillor Stierer, and resolved that Councillor Mike Luffman is added as a signatory to the Parish Council bank account.</p>
20-21/45	<p>To Review the Council’s Financial Regulations The financial regulations had been reviewed by the Clerk and two members of the finance committee and then had been circulated to the other members for consideration. The updates to the regulations were as follows:</p> <ul style="list-style-type: none"> • Maximum spend by the clerk on an individual purchase raised from £100 to £150 • Three quotations to be sought for items over £500 (raised from £100 and under £3000. • To appoint a councillor who is not a signatory to review the bank reconciliations quarterly. <p>It was proposed by Councillor Luffman, seconded by Councillor Stierer, and resolved that the updated financial regulations are approved and adopted for the forthcoming year.</p>
20-21/46	<p>Motion to Exclude the Public and Press That the public (including representatives of the press) be excluded during the consideration of the remaining item No 47 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972 (as amended).</p> <p>It was proposed by Councillor Holdom, seconded by Councillor Luffman, and resolved that the meeting should be closed to the public and press at 7.20pm.</p>
20-21/47	<p>Harston Food Hub</p> <p>a. The Clerk reported that two Optimum cash cards had been ordered for two of the Food Hub Volunteers. The cards are for use only by the named card holder and the maximum liability on the cards at any one time is £400. The clerk will monitor card usage on a weekly basis and top-up the balance as necessary. The Clerk had also applied for a corporate multi-pay card from Unity Trust Bank for her own use rather than mix transactions</p> <p>b. It was proposed by Councillor Luffman, seconded by Councillor Holdom, and resolved that the clerk is delegated authority to pay Food Hub invoices as required. The payments will still need to be authorised by two councillors.</p> <p>c. As the Food Hub had initially been set up as a response to the Corona Virus outbreak, it was suggested that there should be a review into the future of the Hub and how it might be managed if it is going to continue once the pandemic is over.</p> <p>It was proposed by Councillor Holdom, seconded by Councillor Luffman, and resolved that the Parish Council’s future relationship with the Food Hub is reviewed/reconsidered in September 2021, allowing time to come out of the current lockdown and for the vaccine rollout, in order to have an informed discussion at the October meeting. A meeting with the volunteers and a sub-committee of the finance working group will be invited to attend the meeting.</p> <p>The meeting reopened to the public and press at 7.27pm</p>
20-21/48	<p>Agenda Items for the Next Meeting <i>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.</i></p> <p>8th April 2021</p>

Meeting Closed at 7.28pm

..... Chairman

..... Date