

HARSTON PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Thursday, 29th April 2021

via zoom commencing at 7.00pm

Present: Councillor Bellamy; Councillor Holdom; Councillor Luffman; Councillor Stierer; Councillor Benning.

Members 5: Quorum 3

There were no members of the public present.

F21-22/1 Approval of Apologies and Reasons for Absence

(LGA 1972 s 85(1))

None

F21-22/2 Members' Declaration of Interest for Items on the Agenda

(Localism Act 2011 s 31 s 33)

None.

F21-22/3 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.

F21-22/4 Minutes of Previous Meeting

- a. It was proposed by Councillor Holdom, seconded by Councillor Benning, and resolved that the minutes of the finance committee meeting held on 6th April 2021 are approved and signed by the Chairman.

F21-22/5 Bank Reconciliations

- a. It was proposed by Councillor Benning, 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 March 2021 are approved.

F21-22/6 To Review Budget Reports, Ear Marked Reserves and General Reserves for Year End 2020-21

- a. The working group had received copies of the year-end documentation. No questions or concerns were raised. The Annual Governance Statement will be approved at the full council meeting on 6th May.

F21-22/7 Harston Parish Council Payments

- a. It was proposed by Councillor Holdom, seconded by Councillor Benning, and resolved that the committee approve the payment of staff salaries by BACS for the forthcoming year.
- b. It was proposed by Councillor Benning, seconded by Councillor Luffman, and resolved that the committee approve payment of utilities by Direct Debit for the forthcoming year.
- c. It was proposed by Councillor Luffman, seconded by Councillor Bellamy, and resolved that the May payments are approved and paid.

It was proposed by Councillor Bellamy, seconded by Councillor Holdom and resolved that the additional invoices for presented before the meeting are paid.

Action: Clerk to set up payments for authorisation.

Payee	Item	Net	VAT	Gross
Diane Bayliss	Clerk's Salary			Confidential
Jason Trueman	Pavilion Caretaker	£182.00	0	£182.00
Diane Bayliss	Travel/Clerks Expenses	£126.60	0	£126.60
Eon	Street Lighting	£83.16	£4.16	£87.32
SLCC	Training	£30.00	£6.00	£36.00
Briar Alarms	Maintenance Charges	£360.00	£72.00	£432.00
Tim Arnold	Flyer Printing	£61.12	0	£61.12
CAPALC	Councillor Training	£75.00	0	£75.00
Vision ICT	Email Addresses	£252.00	£50.40	£302.40
Dan Petit	Grass Cutting	£251.00	0	£251.00
ROSPA	Play Area Inspection	£128.00	£25.60	£153.60

F21-22/8 Scheme of Delegation for Parish Council Payments

- a. **It was proposed by Councillor Luffman, seconded by Councillor Luffman and resolved, that in the event that the Parish Council cannot meet face to face, that the Clerk is delegated authority to make all invoice payments having first circulated the invoices to the finance committee for consideration.** This scheme of delegation will be reviewed in 6 months' time.

F21-22/9 EWR Village Meeting

- a. The Harston Residents Group had arranged a public meeting, to be held on the recreation ground on Saturday 15th May. A request had been made by the group that the parish council pay £200 for the hire of PA equipment for the event.

It was proposed by Councillor Holdom, seconded by Councillor Luffman, and resolved that a payment of £200 is approved for the hire of a PA System. The funds will be paid from the s137 budget.

Action: Clerk to arrange invoice and payment.

F21-22/10 Agenda Items for 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.

Date of Next Meeting

June 3rd, 2021 (TBC)

Meeting closed at 7.27pm.