



HARSTON PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Thursday, 8th April 2021 via zoom commencing at 7.00pm

Present:

Councillor Paul Holdom
Councillor Dal Benning

Councillor David Stierer
Councillor Mike Luffman

Members: 5 Quorum 3

Diane Bayliss - Clerk
0 members of the public

In the absence of the Chairman, it was proposed by Councillor Luffman, seconded by Councillor Stierer, and resolved that Councillor Holdom chair this meeting.

20-21/49 Apologies and Reasons for Absence

(LGA 1972 S 85(1))

Councillor Dominic Bellamy.

20-21/50 Members' Declaration of Interest for Items on The Agenda + Requests for Dispensation

(Localism Act 2011 s 31 s 33)

None.

20-21/51 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.

20-21/52 To Approve Minutes of Finance Committee Meeting 4th March 2021

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

20-21/53 Bank Reconciliations

The bank reconciliations will be considered with the yearend documentation at the next finance committee meeting.

The clerk reported that HMRC had made a VAT Refund overpayment to the council of £162,987.66. This amount will be repaid to HMRC at the earliest opportunity, however, it should be noted that it will be reflected in the year-end figures.

20-21/54 Cemetery Software

The Clerk reported that the incorrect amount for the cemetery software package had been stated in the minutes of the January meeting. The correct amount including VAT was £727.20 (minus the set-up fee for the email facility of £72) = £655.20. The total amount covered the set-up fee, the annual fee, the digital mapping and genealogical search, and the online training fee.

20-21/55 Approval of Payments

It was proposed by Councillor Benning, seconded by Councillor Luffman, and resolved that the April payments are approved and paid.

Action: Clerk to set up payments for authorisation.

Diane Bayliss

Clerks Salary

Confidential

Jason Trueman

Pavilion Caretaker

£168.00

	Diane Bayliss	Travel/ Clerk's Expenses	£58.20	£0.00	£58.20
	Eon	Street Lighting	£75.11	£3.76	£78.87
	Epitaph	Annual Fee/Digital Search	£285.00	£57.00	£342.00
	D P Garden Works	Grass Cutting	£330.00	£0.00	£330.00
	SLCC	Training	£60.00	£12.00	£72.00
	Nutcombe	Repair leaking tap	£46.00	£9.20	£55.20
	Red Shoes	Payroll	£37.50	£45.00	£82.50
	CAPALC	Affiliation Fees	£554.17	£0.00	£554.17
	Viking	Printer and Ink	£324.41	£64.88	£389.29
	Viking	Office Supplies& Equipment	£123.16	£24.63	£147.79
	SCDC	Cemetery Rates	£107.29	£0.00	£107.29
20-21/56	Office Equipment				
	The Clerk reported that she had purchased a printer, ink, telephones, laminator, hole punch and stapler for the parish council office at a total cost of £447.57 + VAT under delegated powers (LGA 1972 s101).				
20-21/57	Disposal of Assets				
	Two parish council laptops (£790) and two printers (£200) are listed on the asset register valued at the purchase price of £990.				
	It was proposed by Councillor Stierer, seconded by Councillor Luffman that the assets are disposed of and removed from the register. It was agreed that the clerk should enquire whether or not they have the potential to be used by another organisation, for example the school. Otherwise, they will be taken to a recycling centre for disposal under WEE regulations.				
20-21/58	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>				
	It was proposed by Councillor Luffman, seconded by Councillor Benning, and resolved that the next finance meeting is moved forward a week to 29th April 2021 at 7pm.				

Meeting Closed at 7.18pm

..... Chairman

..... Date