

**HARBERTON PARISH COUNCIL**

Minutes of the Meeting of the Finance Committee of Harberton Parish Council  
7.30pm on Tuesday 4<sup>th</sup> October 2016, Harbertonford Village Hall Meeting Room

In attendance: Councillors (Cllrs) Beamish, Camp, J.Hockings and Janes  
Formal apologies: Cllrs Broom and Williams  
Absent: 0  
Public: 0  
Clerk: Ms Radford

**Agenda**

1. **Apologies** were received as above.
2. **No interests were declared on items on the agenda**
3. **Report on actions from the minutes**  
**Barclays Community Account** It was reported that all three account signatories had received authentication cards for online banking, replacing the cancelled debit cards. As all the correct mandates are now in place, the bank account is ready to receive funds.  
**Lloyds Classic Account Signatory** It was reported that the clerk is now a signatory on the Lloyds Classic Account.
4. **Receive quarterly finance report from the Clerk**
  - 4.1. Cllrs received the Quarter 2 report on income and expenditure as prepared by the Clerk. It was noted that the line item for expenses had been deleted in error and this was reinstated. **It was RESOLVED** to remove income of £0.20 from Harberton Playing Field Association in the 'budget' column but retain it in the 'actual' column. This was for the reason of ensuring the budget balanced
  - 4.2. Cllrs received Quarter 2 bank reconciliation as prepared by the Clerk showing a balance of £42,566.33 including reserves.

Balance	£42,566.33
Community Benefit Fund Reserves	£29,195.77
Salary overtime reserves	£1,357.00
Total without reserves	£12,013.56

5. **Review applications to the Community Benefit Fund** and consider grant recommendations  
The finance committee agreed the to make the following grant recommendations to the Parish Council:

Project Summary	Amount Requested	Finance Committee Recommendation	Conditions or Reason for Objection	Method of payment
<b>Jane Hutchinson and Leila Nicholson: Harberton and Harbertonford Village Defibrillators</b> To purchase and install a defibrillator in each of the decommissioned and Parish adopted BT telephone boxes in Harbertonford and Harberton for use by anyone to help potentially save someone's life who is experiencing a cardiac arrest. The application is support by people in both villages.	£3,900	Offer 100% of requested amount £3900	It is noted that the telephone box in Harberton has not yet been adopted and that the grant for the Harberton Village defibrillator will be subject to this being agreed. It was agreed that the grant could go ahead in stages to prevent delays in Harbertonford.  The applicants must provide: - a list of names to the Parish Council of the volunteers who will undertake regular checks	The Parish Council will pay invoices directly on receipt, up to a value of £3900.00. The Parish Council will ring fence funds for the project by creating reserves within the accounts.

			<ul style="list-style-type: none"> <li>- assurance that a written record will be maintained to ensure that warranty conditions are met and adhered to;</li> <li>- information of the reporting procedures put in place to ensure that this written record will be regularly made available to the Parish Council.</li> </ul>	
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The Clerk reported that she had spoken to the Parish Council’s insurance brokers with regard to the applicant’s concerns about liability.

It was reported that the defibrillator units would be covered under the Parish Council’s insurance if ownership was passed to the Parish Council and that it was clearly minuted that volunteers would be undertaking regular maintenance checks on behalf of the Parish Council. Under these circumstances, no individuals would be personally liable. It was reported that the Clerk has asked for this advice to be made in writing.

**It was RESOLVED** to recommend to full council that the accounts are able to show a reserve of funds across a number of years for longer term Community Benefit Projects.

**6. Transfer of Community Benefit Fund to Barclays Community Account.**

The Clerk had prepared a balance sheet for the Community Benefit Fund, showing a total income of £36,968.00 and total expenditure of £7,772.00.

**It was RESOLVED** to recommend to full council the transfer the balance of £29,195.77 into the new Barclays Community Account set up for the purpose.

**7. Confirmation of next meeting date** as 7.30pm Tuesday 3<sup>rd</sup> January 2017.

Meeting closed at 8:15pm