

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council

7.30pm on Tuesday 4th April 2017, Harbertonford Village Hall Meeting Room.

Present: Cllrs Broom, Camp, Janes, J.Hockings, Williams.

Apologies: Cllr Beamish

Absent: 0

Clerk: Ms Radford

Agenda

1. **Apologies** were received as above.
2. **Report on actions from the minutes** None arising
3. **Receive budget report from the Clerk.**
 - 3.1. Cllrs received the end of year report (Quarter 4) on income and expenditure and the first draft of the external audit calculations.
 - 3.2. Cllrs received the end of year (Quarter 4) bank reconciliation as prepared by the clerk showing a balance of £42,189.22 including reserves:

Bank balance	£42,189.22
Community Benefit Fund Reserves	£29,195.77
Total	£12,993.45

4. **Review applications to the Community Benefit Fund and consider grant recommendations**
Cllr Broom declared an interest.

Project Summary	Amount Requested	Finance Committee Recommendation	Conditions or Reason for Objection	Method of payment
Harberton and Harbertonford History Society Oral History Project. Harbertonford Woollen Mill. The grant is to purchase dedicated computing equipment suitable for video editing with 3 terabytes of storage of video files and 16GB of RAM and a high speed processor. This laptop would be used by a number volunteers sharing the workload.	£520.00	No offer at this time.	The Finance Committee recommend to the Parish Council that the application be refused at this round, on the grounds that a 12 month period had not elapsed since the History Society had been awarded a grant. It was suggested that the application be taken forward to the July 2017 round, and the History Society asked for more detail with regard to the ongoing storage and use of the equipment to take into account when considering the application.	NA

5. **Any other business**

- 5.1 Income tax and NIC contributions on PAYE month 12

It was reported that the lump sum overtime payment made to the clerk had triggered income tax and employer and employee National Insurance Contributions because the payment in that month exceeded £672.00.

It was RESOLVED to write a cheque for the £336.32 due to HMRC for tax purposes.

Following discussion the following resolutions were made for consideration by the Full Council:

It was RESOLVED to recommend to the Parish Council the clerk repay the £225.58 that should have been deducted from the March Salary payment.

It was RESOLVED to propose to the Parish Council that the clerk's hours are increased from 6 - 8 hours per week commencing 1st April 2017 instead of 1st April 2018 as agreed at the ordinary Parish Council meeting of March 2017.

5.2 Clerk salary standing order

It was noted for the minutes that the standing order for the clerk's salary was set 10 pence too high. The Clerk therefore has been overpaid £0.50 in this financial year.

It was RESOLVED to recommend to the Parish Council that the Clerk repay this.

5.3 Bank Account arrangements

It was reported that the new Lloyds account is now open. Councillors Beamish, Broom, Camp and Williams will all have online access along with the Clerk.

It was reported that the clerk had transferred the balance of the Lloyds Flexible Savings Account to the Lloyds Current Account to allow the flexible savings account to be closed.

It was RESOLVED to recommend to the Parish Council that the funds in the Lloyds Current Account be transferred to the new Lloyds Business Account.

It was RESOLVED to recommend to the Parish Council that all future payments are made from the new Lloyds Business Account.

6. Confirmation of next meeting dates in the next financial year:

Tuesday 4th July 2017

Tuesday 3rd October 2017

Tuesday 2nd January 2018