

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council
7.30pm on Tuesday 7th April 2015, Harbertonford Village Hall Meeting Room.

Present: Cllrs Peter Beamish, Gwen Janes, John Hockings (Chair), Nick Williams.
Apologies: Cllrs Geoff Broom, David Camp, Nick Williams
Clerk: Cat Radford

1. **Apologies** were received as above.
2. **Approval of minutes from the last meeting.**
The minutes were signed as an accurate record of the meeting.
3. **Report on actions from the minutes**
The Clerk reported that the bank account application was still in process. It was agreed to complete details regarding signatories following the election in May to ensure that signatories are current. It was agreed to recommend that the Parish Clerk is a signatory on the new Community Benefit Fund account.
4. **Consider Terms of Reference for the Finance Committee.**
The Finance Committee reviewed the Terms of Reference for the Finance Committee as prepared by Geoff Broom in 2013 and amended by the Clerk in 2015. **It was RESOLVED** to recommend the Terms of Reference to the Parish Council for adoption.
5. **Budget Report**
The Committee reviewed the end of year accounts as prepared by the Clerk prior to internal audit. The accounts include references to items of expenditure in the 2014/15 budget that have not yet been paid, but will be presented to the Parish Council for payment at the next ordinary meeting. The Clerk reported that these accounts will be sent to the Internal Auditor after the next full council meeting in preparation for audit.
6. **Financial Risk Assessment proposed draft**
The Committee considered the proposed Financial Risk Assessment as prepared by the Clerk. **It was RESOLVED** to recommend adoption of the draft to the Full Council at the next ordinary meeting of the Parish Council. The clerk will alter the numbering format prior to circulation.
7. **Consider Financial Regulations**
The Finance Committee considered 2 model Financial Regulation documents, one recommended by The National Association of Local Councils (as received from the Devon branch) and one received from the Parish Council's Internal Auditors.

It was RESOLVED to recommend the NALC Financial Recommendations to the Full Council at the next ordinary meeting of the Parish Council. The Committee reviewed and agreed proposed alterations which the Clerk will action prior to circulating to Full Council.
8. **Consider applications to the Community Benefit Fund.**
The Finance Committee considered two applications to the Community Benefit Fund received in the second round (deadline for applications 31st March 2015).

It was RESOLVED to make the following recommendations to the Full Council:

| Project Summary | Amount Requested | Finance Committee Recommendation | Conditions or Reason for Objection |
|---|------------------|----------------------------------|---|
| Harberton Cricket Club: Community Junior Cricket Programme at Harberton Cricket Club To reintroduce Junior cricket at the club, targeting 5 – 11 age group. Funding would go towards ECB coach training for cricket club members and purchase junior equipment. Project is costed at £850. The project would be match funded by fundraising. | £600 | Offer £500 with conditions | The Harberton Cricket Club is required to give a short verbal or written report evaluating the success of the Junior Cricket Club Programme at the Annual Parish Meeting in May 2016. |
| Totnes and Rural Community Bus Association (TARCBA): Extra Community Bus Service for | £750 | Offer £500 with conditions | The operator is required to evaluate the bus service once a quarter and amend |

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| <p>Harberton and Harbertonford. Provision of an additional 3 community bus services per week to/from Harberton/Harbertonford and Totnes. Increased availability of 15 seater minibuses for hire by local groups and individuals. Project is costed at £832 running costs per annum.</p> | | | <p>the timetable if the service is underused. The Committee would like to receive a quarterly report on passenger numbers on the additional services supported.</p> |
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Meeting closed at 21:12