

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council 7.30pm on Tuesday 2nd April 2019, Harbertonford Village Hall Meeting Room

In attendance: Councillors (Cllr) Beamish, Camp, J.Hockings, Janes, Williams

Apologies: 0

Not in attendance: 0

Clerk/RFO: Ms Radford

Agenda

1. **Apologies** were received as above.
2. **Report on actions from the minutes**
 - 2.1. **Clerk Overtime** It was noted that following recommendation by the Finance Committee the Parish Council resolved that the Clerk bring a quarterly overtime claim to each finance committee for payment approval. Having run a report on her hours, the Clerk had accrued 44.26 hours of overtime of which she wished to carry forward 18 as TOIL. **It was RESOLVED** to recommend approval of 26.26 hours of overtime paid at 9.52 per hour, total £250.01 paid in three instalments April: £80, May: £80, June: £90.01.
3. **Receive end of year budget report** The committee reviewed the end of year budget report as prepared by the Clerk, and having had the opportunity to ask questions, the report was accepted. These figures form the basis of the Annual Governance and Accountability Return at item 5.
4. **Review end of year bank reconciliation** The Finance Committee reviewed the end of year bank reconciliation and accepted it. This showed a balance of £38673.35 including reserves.
5. **Review draft reports to external auditor** The Clerk reported that the Parish Council meets the following criteria to claim exemption from review by the external auditor:
 - Total gross income and total gross expenditure below £25k; and
 - no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year; and
 - the relevant financial year is not one of the first three years of the authority's existence, hence if claiming exemption for 2018/19 that means the authority has been in existence since before 1 April 2015.

Exempt authorities are not audited externally and therefore are not required to pay the £200 plus VAT fee for review. However, the Parish Council must still complete and sign an Annual Governance and Accountability Return (Part 2) for 2018/19, which includes:

- a certificate of exemption that must be signed after resolution by the Parish Council. This signed exemption certificate published, including on the Parish Council's website, before 1 July 2019 and a copy of the certificate should be emailed to the external auditor by the same date.
- An Annual Governance Statement for 2018/19
- Accounting Statements for 2018/19
- An internal auditor's report

In addition, the Parish Council must provide for the exercise of public rights. **It was RESOLVED** to recommend to full council to claim exemption from external audit.

The Finance Committee reviewed and accepted the following documentation that the Clerk had prepared for audit:

- Audit computation (figures towards Accounting Statement)
- An explanation of variances document
- Grants given and received in 2018/19
- Harberton Parish Council fixed assets register 2018/19

6. **Review applications to the Community Benefit Fund and consider grant recommendations**
 - 6.1. **Harbertonford Village Hall Committee: Village Hall Flooring Restoration** An application has been made to professionally sand and apply coats of polyurethane varnish. A grant of £1000 is requested for a project that has been quoted to cost approximately 2,000 -3,000. After discussion **it was RESOLVED** to recommend to the Parish Council that a grant of £1000 be paid on receipt of grant acceptance.
 - 6.2. **Harbertonford CE Primary and Pre-school PTFA: Early Years – Cementing Learning From the Start.** A grant of £994.42 was requested to provide additional equipment for children on roll. Providing exciting,

interactive and quality equipment within the early years setting will encourage families to apply for a place at the school therefore increasing numbers and providing a sustainable future. Match funding will be supplied by the school budget. Cllr Camp declared an interest and did not participate in discussion or resolution. After discussion **it was RESOLVED** to offer a grant of £994.42.

- 6.3.** Harberton Playing Field Association: Playing field repair/improvement project An application had been made for support to a series of works required to improve the play area, the most urgent being repair of the basketball surface and safety matting under the play equipment. The full project will cost £6140.37 before VAT. After discussion, **it was RESOLVED** that the Finance Committee is minded to recommend support for the priority items on the list of works: a new gate and the safety matting in the play area. The Finance Committee proposes that the HPFA is asked if it has considered alternative safety surfaces (i.e. wet pour) and sought costs for those. It was agreed to suggest to HPFA to come back to the fund for further items in subsequent years.

7. AOB None

8. Confirmation of next meeting date Tuesday 2nd July 2019

Meeting closed at 20:45