

HARBERTON PARISH COUNCIL

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

In attendance: Cllrs Camp, J.Hockings, Janes, Williams

Apologies: Cllr Beamish

Clerk: Ms Radford

Agenda

1. **Apologies** were received as above
2. **Report on actions from the minutes** None
3. **Receive end of quarter budget report** The end of quarter report was received and signed off.
 - 3.1. Review allocation of earmarked reserves in light of spending, for recommendation **It was AGREED** to carry this item forward to the next meeting.
4. **Review end of quarter bank reconciliation** The bank reconciliation was received showing a balance of £45,300.37 including reserves. The bank reconciliation was signed by the chair of the Finance Committee.
5. **Consider review of Community Benefit Fund guidelines** for recommendation to the Parish Council. The Finance Committee was reminded that the issue was due to be discussed at the July meeting of the Parish Council, as some cllrs had expressed concern that grants had been given in excess of £1,000. Cllrs were reminded that current wording states:

“Grants will normally be between £100 and £1,000. In exceptional circumstances grants outside this bracket may be considered. The Community Benefit Fund may choose to pay all, part or none of the amount applied for.”

During discussion it was considered that if the upper limit of funding was increased, then it was likely that all applications for grants would also increase. It was therefore proposed to recommend to the Parish Council that the guidelines remain the same to enable the fund to support a greater number of projects over a longer timescale.

It was recommended to the Parish Council to update information regarding means of payment to:
Payment of the grants will be paid either by cheque or electronic transfer.
6. **Review applications to the Community Benefit Fund and consider grant recommendations** None received.
7. **Personnel:**
 - 7.1. Review Clerk’s quarterly overtime claim. The clerk confirmed that no overtime claim would be made at the end of Quarter 1 as no overtime had been worked.
 - 7.2. Sign letter as amendment to contract Following the internal audit the Council had been advised to write to the clerk to confirm changes to pay and hours since the contract was signed in 2014. The Clerk had compiled a letter to that affect which was read in full. **It was RESOLVED** that the Chair to the Finance Committee sign the letter.
8. **Confirmation of next meeting date** 2nd October 2019