

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council
7.30pm on Thursday 7th July 2020. This was a virtual meeting (video and telephone conference call) held on the digital platform Zoom.

In attendance: Cllrs Beamish, Camp, Hockings, Williams
Apologies: Cllr Janes
Clerk: Ms Radford

Agenda

1. **Apologies** were received as above.
2. **Report on actions from the minutes** There were none. It was noted that the last meeting of the finance committee was in January, as the May meeting was cancelled due to COVID-19 social distancing restrictions.
3. **Receive end of financial year reports:**
 - 3.1. 2019/20 Q4 Budget report Cllrs reviewed the budget report at the end of the financial year, showing the Parish Council's spending against the projected budget within the year. This showed that the Parish Council had spent £2543.04 from its general reserves. The Clerk had prepared a summary showing the most significant lines of overspend in the budget:
 - 3.1.1. Financial year income of £1250 SHDC Locality Fund for Harberton DAAT project which was not included in 'reserves' and was spent in 2020.
 - 3.1.2. Car park repairs cost £914 more than the budgeted reserves.
 - 3.1.3. Contingency spending was 2825.15 over the £400 in the budget and included:

Amount	Paid to	Notes
10.07	G Waite	Line Marker spray (Buddle Hole Survey)
2796.61	MAT electrics	Balancing payment for Community Landing Site column installation
107.94	MAT electrics	Maintenance agreement on Community landing site column
70.53	Wicksteed	VAT on play equipment covered by Community Benefit Fund grant. (Has been reclaimed)
200	CAB South Hams	Grant
20	Graham Clayton	Sponsorship of Village Life
20	Harbertonford Village Hall	Hall hire for first Environmental Action Group meeting
3225.15		

After discussion, Cllrs accepted the Quarter 4 report.

- 3.2. 2019/20 Accounting Statement for audit Cllrs reviewed and accepted the draft accounting statement for external audit and publication. It was noted that this had been reviewed by the internal auditor.
- 3.3. 2019/20 Explanation of Significant variances Cllrs reviewed and accepted the document as prepared for the external audit. This shows line by line variance between financial years.
- 3.4. 2019/20 end of year bank reconciliation Cllrs reviewed the bank reconciliation figures against the budget report and checked against the end of year bank. **It was RESOLVED** that all three documents be signed by the Chair.
- 3.5. 2019/20 Internal Auditor Report Cllrs reviewed the internal auditor report that made the following observations and recommendations:
 - 3.5.1. The Council does not have the latest model NALC Financial Regulations issued July 2019. It was noted that the Parish Council adopted the 2019 model financial regulations on 11th May 2020 at the annual review. The internal auditor had been informed.
 - 3.5.2. It was recommended that the Council should consider whether the Clerk should be CiLCA qualified. The Clerk informed cllrs that advice had been sought from Devon Association of Local Councils (DALC) that it is not a requirement that the clerk is CiLCA qualified. DALC advises councils to support the training and development of their staff as something that will benefit everyone. It was noted that the CiLCA qualification requires approximately 200 hours of time commitment from the clerk within the year time limit for completion. The council is advised to monitor the Clerk's workload and limit new projects during this time. From 1st October 2020 will cost £410 to register and £340 for the four-day course to support production of the course work required for submission. The Finance Committee recommended that this be discussed at the Clerk's annual appraisal and consider the costs within the 2021/22 budget.

3.5.3. It was recommended that on a regular basis, at least quarterly, bank statements must be subject to formal review. The bank reconciliation statement should be signed and dated and the supporting bank statements initialled as evidence of this review. On a regular basis reconciliations should be reviewed by Council and signed and dated as evidence of this review. The Council must review, date and sign the Year End bank reconciliations. A copy of the signed reconciliations to be sent to Internal Audit at the next given opportunity. It was noted that the bank reconciliations were reviewed by the Finance Committee as noted in the minutes, however not all these documents were signed. It was noted that the April meeting of the Finance Committee had not been held due to COVID-19 restrictions. However the end of year bank reconciliation had now been reviewed by the committee and initialled by the chair, as above (item 3.4). It was noted that the practice of signing the quarterly bank reconciliation and copies of the end of quarter bank statement be taken forward.

4. Receive and review end of Quarter 1 reports

- 4.1. 2020/21 Q1 bank reconciliation for formal review and signature. The bank reconciliation was reviewed against the budget report figures and bank balances at the end of the month. It was noted that whilst monthly bank statements are provided by Lloyds Bank, regular bank statements are not available via Barclays online banking. A print-out of the online banking statement had been prepared that would be checked by the chair prior to signing. **It was AGREED** to sign the bank reconciliation.
- 4.2. 2020/21 Q1 budget report Cllrs reviewed the budget report. It was noted that the Ash dieback review had exceeded the budgeted figure, and a combination of this cost and the cost of unexpected tree works had now exhausted the year's contingency. **It was AGREED** the Clerk to record the full cost of the ash dieback review into the specific budget line, rather than split the cost between agreed budget and contingency.

5. **Review of earmarked reserves** in light of end of financial year budget report and evaluation of reserves. Following discussion cllrs agreed to make the following recommendation to the Parish Council on the earmarked reserves:

	2019/20	2020/21	2020/21 with proposed amendments to reserves (as below)
End of year balance in current account at beginning of financial year (end March previous financial year)	9,520.08	7,217.04	7,217.04
Unspent earmarked reserves as budgeted	4,949.64	8,679.64	4,481.38
Remaining 'general reserves'	4,570.44	-1,462.60	2,735.66
2019/20 Deficit (i.e. spending from general reserves)	-2,543.04		
Remaining 'general reserves'	£ 2,027.40	-£1,462.60	£ 2,735.66

	2020/21 Earmarked reserves (as in budget)	Proposed reallocation of reserves at end of Q1	Notes
Lengthsman project	3,750.00	3000	Allows enough for lengthsman project to get started
Elections	3,000.00	500	To build elections up again over 6 years
Office Equipment	250.00	0	Budget according to need in 2021/22
Mower Contingency repairs	200.00	0	Remove
Training reserves	450.00	0	Remove and rebuild in 2021/22 budget
Bus shelters (rename to 'maintenance reserve')	148.26	100.00	Propose to build healthy maintenance reserve for future years. Maintenance reserve (bus shelter repairs, car parks etc) Make bigger at next budget. Propose to build a general reserve and budget line for tree works in 2021/22
Parish Defib	731.29	731.29	Maintain
Harbertonford playground	150.09	150.09	Maintain
	8,679.64	4481.38	

It was AGREED that the grant monies received on behalf of Harberton Helps for COVID-19 should now be included in earmarked reserves.

6. Review applications to the Community Benefit Fund and consider grant recommendations

Harberton and Harbertonford History Society: Harbertonford Woollen Mill: A Living History The grant would support a collaborative project with Exeter University to create a short film, the focus of which will be the Mill. The aim would be to show the film as part of a presentation to the people of the Parish and on the HHH website and with the intention to make the finished film available to local schools as an educational resource. Cost of project: £1900. Amount requested: £1000. **It was RESOLVED** to recommend to support the application for the full amount, paid on receipt of written grant acceptance.

7. Consider Clerk overtime claims (if requested)

7.1. 2019/20 Financial Year Q4 **It was AGREED** to formally ratify the claim as agreed by the Chair in between meetings.

7.2. 2020/21 Financial Year Q1 After discussion **it was AGREED** to recommend to the Parish Council that the clerk carries forward 30 hours in TOIL and that the remaining overtime of £304.79 in Q1 be paid in three instalments over the next three months.

8. Confirmation of next meeting date

7.30pm 6th October 2020.