

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 6th October 2020 This was virtual meeting (video and telephone conference call) held on the digital platform Zoom.

In attendance: Cllrs Beamish, Camp, Hockings, Janes, Williams

Apologies: 0

Clerk: Ms Radford

Agenda

1. **Apologies** All cllrs were in attendance. No apologies received.
2. **Report on actions from the minutes** The Clerk reported having included recent tree works in the 'Ash Dieback' Review line of the budget and not include within the contingency line.
3. **Receive and review end of Quarter 2 reports**
 - 3.1. 2020/21 Q2 bank reconciliation The bank reconciliation was reviewed against the budget report figures and bank balances at the end of the month. **It was AGREED** to sign the bank reconciliation. The Lloyds and Barclays bank statements and Barclays transaction report were signed.
 - 3.2. 2020/21 Q2 budget report Cllrs reviewed the budget and the following comments were made:
 - 3.2.1. The report shows greater than expected overspend in 'Office Expenses' which is attributed to the cost of using Zoom for online meetings. Savings have been made in the lack of room hire costs.
 - 3.2.2. The Clerk had checked the salary increases against the budgeted figures and reported that the increase would be within budget.
 - 3.2.3. The Clerk reported that the 'Being a Good Councillor' training booked for the two new councillors would exceed the earmarked reserves by £44.00.
 - 3.2.4. The Clerk had been recently reminded that the Parish Council had received a quotation from the Community Heartbeat Trust to cover another four years from 23rd January 2021 to 2025 at a cost of £1120. The Parish Council agreed to budget for this at a cost of £200 per year out of core costs, but as the quotation had arrived after the Precept had been set, no further funds had been budgeted within the financial year. The reserve is therefore £388.71 short of the funds due for payment in January. The volunteers looking after the defibrillator had asked if it would be necessary to seek additional fundraising to cover the costs. It was agreed to encourage an application to the Community Benefit Fund for the short fall and for the Parish Council to build up reserves of £200 per year from the Precept.
 - 3.2.5. Youth Provision was discussed. It was agreed to recommend to the Parish Council that the spending be reviewed in January, when setting the budget for 2021/22. It was recommended to encourage TRAYE to apply to the Community Benefit Fund for a grant.
 - 3.2.6. Questions were asked about grass cutting. The grass had been cut in Harbertonford, and the Parish Council was expecting an invoice from the contractor.
4. **Review of earmarked reserves** it was agreed to make no changes to the earmarked reserves in this quarter.
5. **Review applications to the Community Benefit Fund and consider grant recommendations**
 - 5.1. Sustainable Harbourne Valley Project set-up for Sustainable Harbourne Valley The grant would support the establishment of a new website to share information with the community, create links with other similar regional groups, establish and email address, provide insurance for activities, along with purchase of wildflower seeds for distribution to encourage pollinators. Cost of project: £1,615.10. Amount requested: £999.52. **It was RESOLVED** to recommend to support the application and offer a grant of £1000, paid on receipt of written grant acceptance.
6. **Consider Clerk overtime and holiday claims (if requested)**
 - 6.1. 2020/21 Financial Year Q2 The Clerk had submitted an overtime/holiday report showing that no overtime had been worked in Q2, but that holiday and TOIL had been taken. At the end of the quarter the clerk had 10.6 hours of TOIL and 37.8 hours of holiday remaining.
7. **Confirmation of next meeting date**

5th January 2020