

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council held at 7.30pm on Tuesday 5th January 2021. This was a virtual meeting (video and telephone conference call) of the Parish Council held on the digital platform Zoom.

In attendance: Cllrs Beamish, Camp, Janes, Williams

Apologies: Cllr Hockings

Clerk: Ms Radford

Agenda

1. **Apologies** Due to technical difficulties on access to the conference call, Cllr Hockings' inability to attend was recorded as an apology.
2. **Report on actions from the minutes** none
3. **Receive and review end of Quarter 3 reports**
 - 3.1. 2020/21 Q3 bank reconciliation Cllrs received the end of quarter (Quarter 3) bank reconciliation as prepared by the clerk showing a balance of £48289.64 including reserves. Cllrs reviewed the bank statements and checked that bank reconciliation figures agreed. **It was RESOLVED** to sign the reconciliation and bank statements.
 - 3.2. 2020/21 Q3 budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions on expenditure in the quarter.
4. **Review of earmarked reserves** No changes to the reserves were made.
5. **Review applications to the Community Benefit Fund and consider grant recommendations**
 - 5.1. Harberton and Harbertonford Parish Defibrillator A grant request was made for £389 to cover the short fall from previous fundraising efforts to renew the lease from the Community Benefit Fund for defibrillators in Harberton and Harbertonford for four more years. An annual awareness session is also included. **It was RESOLVED** to recommend that the grant be awarded.
 - 5.2. Citizens Advice South Hams A grant of £200 would contribute to the costs of keeping the core service running, to recruit and train new volunteers, and to invest in the IT equipment needed to develop a new video service. There was discussion in which cllrs agreed that whilst CA South Hams is an organisation registered outside the Parish, its work directly benefits residents of the Parish, particularly as the country is going into another lockdown and more residents are likely to require support. **It was therefore RESOLVED** to recommend the grant be awarded under 'extraordinary circumstances'.
 - 5.3. Harbertonford Christmas Tree A grant of £400 was requested to cover the costs of new lights, electricity supply and a village Christmas tree in Harbertonford for 2020, and costs for a tree and electricity supply for a tree in 2021. **It was RESOLVED** to recommend the grant be awarded.
 - 5.4. Harbertonford Playpark An application had been made for a grant of £1000 to meet the costs of repairs and renewal of equipment. **It was RESOLVED** to look for further detail with regards to where the funds would be paid.
6. **Consider Clerk overtime and holiday claims (if requested)**
 - 6.1. 2020/21 Financial Year Q3 It was agreed that the Chair and Clerk would review the administrative process for recording overtime and holiday pay, and that a claim would be brought to the Council following this review.
7. **Consider recommendation on 2021/22 budget and earmarked reserves**

Cllrs considered budgeting for projects proposed at the December ordinary meeting of the Parish Council, and **RESOLVED** to make the following recommendations as part of the proposed budget:

Maintenance Reserves (including tree maintenance)	£2400	To augment the current reserve of £100 to cover the estimated cost of tree works within the financial year.
Election reserves	£135.74	To augment the current reserves of £364.26 to bring the budget up to £500. It is proposed to build up the reserves by £500 per year for the next 6 years.
General reserves	£1500	To act as a contingency for the coming year and to rebuild Parish Council's depleted general reserves.

Parish Lengthsman	£750	As the pandemic has stalled progress on the lengthsman project, reserves were carried forward and boosted by £750 to bring the reserve back up to £7500 following the cuts to reserves made earlier in the year.
Defibrillator costs	£543.71	The Finance Committee propose building up reserves to pay for the cost of the defibrillators once the new contract (covered by the cost of local fundraising) expires in 2024.
Youth Provision	£500	Following request for a donation from the Totnes Rural Area Youth Engagement Project.
Citizens Advice South Hams	£200	To enable a regular grant payment without looking to the reserves.

It was RESOLVED to recommend to the Parish Council that the precept be set at £18,761. This is an increase of £2275 on the previous year, and an increase of £5.42 on the Band D Parish Rate.

It was commented that this increase was mostly due to expected costs for tree works in the coming year.

8. Confirmation of next meeting date 6th April 2021

Meeting closed at 9:25