

HARBERTON PARISH COUNCIL

DRAFT Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 6th April 2021. This was a remote meeting (video and telephone conference call) of the Parish Council held on the digital platform Zoom.

In attendance: Cllrs Camp, Hockings and Williams

Apologies: Cllr Janes

Not in attendance: Cllr Beamish

Clerk: Ms Radford

Agenda

1. **Apologies** were received from Cllr Janes and sanctioned.
2. **Report on actions from the minutes**
3. **Receive and review end of Quarter 4 reports**
 - 3.1. 2020/21 end of financial year bank reconciliation for independent review and signature of reconciliation and of bank statements
Cllrs received the end of year (Quarter 4) bank reconciliation as prepared by the clerk showing a balance of £48661.02 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 end of financial year budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions on expenditure at the end of the year. The clerk tabled the 2020/21 Explanation of Variances document, showing the draft accounting statements at the end of the year, detailing variance in income and expenditure as identified by the end of year budget report. Both documents were accepted by the Finance Committee.
4. **Review applications to the Community Benefit Fund and consider grant recommendations**
 - 4.1. 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 recommend the grant be awarded.
 - 4.2. Totnes Rural Youth Area Engagement Project An application had been made to support the costs of the youth engagement sessions delivered in Harbertonford, such as funding staff wages, buying resources for the sessions, food and drink offered within sessions and costs of hall hire. An application for a grant of £500 was made towards the project costs of £4800. **It was RESOLVED** to recommend the grant be awarded.
5. **Consider Clerk overtime and holiday claims (if requested)**
 - 5.1. 2020/21 end of financial year The overtime and holiday document was approved by the committee. No overtime payment would be made for the quarter. The clerk would carry 9.1 hours of overtime into the next financial year.
6. **Confirmation of next meeting date** 6th July 2021

Meeting closed at 20:22