

## **HARBERTON PARISH COUNCIL**

**DRAFT** Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 5<sup>th</sup> October 2021 at Harbertonford Village Hall.

In attendance: Cllrs Beamish, J Hockings, S Hockings and Williams

Apologies: Cllrs Camp, Janes

Clerk: Ms Radford

### **Agenda**

1. **Apologies** were received from Cllr Camp and Cllr Janes and sanctioned. Cllr S.Hockings chaired the meeting in Cllr Camp's absence.
2. **Report on actions from the minutes (if any)** None. The minutes of the meeting of 6<sup>th</sup> April 2021 were signed as an accurate record.
3. **Receive and review end of quarter 2 reports**
  - 3.1. 2021/22 end of quarter 2 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. This included a report on reserves, showing the value of general reserves at £2,985.66.
  - 3.2. 2021/22 end of quarter 2 bank reconciliation Cllrs received the bank reconciliation as prepared by the clerk showing a balance of £60,737.13 including reserves. Cllrs reviewed the bank statements and checked that bank reconciliation figures agreed. **It was RESOLVED** to sign the reconciliation and bank statements.
4. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**  
No applications received.
5. **Review clerk overtime and holiday tracker and consider overtime payment requests (if any)**
  - 5.1. 2021/22 end of quarter 2 The overtime and holiday report was approved by the committee. No overtime payment would be made for the quarter. The clerk would carry no hours of time off in lieu (TOIL) into the next quarter.
6. **Confirmation of next meeting date** Tuesday 4<sup>th</sup> January 2022