

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 5th April 2022. Harbertonford Village Hall meeting room.

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

Agenda

1. **Apologies** Apologies from Cllr J. Hockings were sanctioned. Cllr S.Hockings had resigned from the Parish Council and therefore would not be attending. It was agreed that the Finance Committee should seek membership of two additional Parish Councillors.
2. **Report on actions from the minutes** There were no actions on which to report. The minutes of the October 2021 meeting of the Finance Committee were signed as an accurate record.
3. **Receive and review end of Quarter 4 reports**
 - 3.1. 2021/22 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 £57,988.68 including reserves. Cllrs reviewed the bank statements and checked that bank reconciliation figures agreed. **It was RESOLVED** to sign the reconciliation and bank statements, (signed by Cllr Nick Williams).
 - 3.2. 2021/22 end of year budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions and check figures. The income and expenditure figures agreed with the bank reconciliation.
 - 3.3. 2021/22 Draft Accounting Statement Cllrs reviewed the draft accounting statement as prepared by the Clerk ahead of the annual audit, and had the opportunity to ask questions and check figures.
 - 3.4. 2021/22 Explanation of Variances Cllrs reviewed the 2021/22 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. Cllrs checked line items and explanations for variances and approved the document for submission to the internal and external auditor.
4. **Review applications to the Community Benefit Fund and consider grant recommendations**
 - 4.1. Harberton Church Community Fund An application had been made for a grant of £1000 to mount the first annual photographic exhibition in St Andrew's Church focusing on heritage features of the church including the ceiling bosses, the graffiti, the pulpit and the rood screen. The grant will be spent on the direct costs related to assembling and mounting the exhibition. The display boards made for the exhibition will be made available for any group in the community to use thereby contributing to increasing the overall resources in the village and parish. **It was RESOLVED** to recommend the grant be made, on receipt of a grant acceptance letter.
 - 4.2. Sustainable Harbourne Valley An application had been made for a grant of £921 to maintain the Sustainable Harbourne Valley website and email address as a means of sharing information, encouraging involvement and promoting events and activities including planting projects to increase wildlife, promote growing more native species in gardens, reducing river pollution and waste, encouraging greater self sustainability and continuing to explore options for improving safety on parish roads for walkers and cyclists. **It was RESOLVED** to recommend the grant be made, on receipt of a grant acceptance letter.
 - 4.3. Harbertonford Speed Reduction An application had been made by a member of the public part of the Speed Reduction working group for a grant of £1000 to contribute to the cost of purchase and installation of Vehicle Activated Signs in Harbertonford that capture and display passing traffic speed with warnings and requests to slow down. It was noted that the Parish Council was due to consider detailed installation proposals at the upcoming meeting. **It was RESOLVED** that should the Parish Council approve those proposals for installation, then the Finance Committee would recommend approval of this grant from the Community Benefit Fund as a contribution to project costs.
5. **Consider Clerk overtime and holiday claims** The Finance Committee reviewed the Clerk's overtime and holiday tracker showing the clerk's request to carry 20 hours of Time Off in Lieu into the next quarter and an overtime claim of 64.5 hours for the quarter, totalling £835.28. **It was RESOLVED** to recommend to the Parish Council approval of the requested 20 hour TOIL and the recommendation that the overtime be approved and paid in three instalments of £278.43 in April, May and June.
6. **Confirmation of next meeting date** 5th July 2022