

HARBERTON PARISH COUNCIL

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

In attendance: Cllrs Beamish, Camp, Paine, Williams
Apologies: Cllr Hockings

Agenda

1. **Apologies** were received from Cllr Hockings and sanctioned.
It was noted that the Clerk was unable to attend due to illness. The Clerk had prepared notes ahead of the meeting. It was agreed that actions would be recorded by Cllr Camp to be returned to the Clerk to type up.
2. **Report on actions from the minutes (if any)** No actions from meeting of 5th April 2022.
It was RESOLVED to sign the minutes of the meeting of 5th April 2022 as an accurate record.
3. **Receive and review end of quarter 1 reports**
 - 3.1. 2022/23 end of quarter 1 financial year budget report The Clerk had prepared the end of quarter budget report and circulated it to the Finance Committee ahead of the meeting. There were no comments or questions.
 - 3.2. 2022/23 end of quarter 1 bank reconciliation for independent review and signature of reconciliation and of bank statements. All members present reviewed the bank reconciliation, checking the figures agreed with the budget report and the bank statements. **It was RESOLVED** to sign the bank reconciliation. The bank reconciliation and bank statements were signed by Cllr Peter Beamish.
4. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**
 - 4.1. Harberton Playing Field Association Application for £12,000 for removal of existing faulty rubber tiling and replacement with thick bound rubber mulch around roundabout, and both swing sets. Costs are based on a quotation by Rhino Play South West, coming to a total of £14,797 including VAT. HPFA can afford to meet £3,000 of the project costs.

It was RESOLVED to recommend to the Parish Council that HPFA look at the project again as the agreed limit to applications to the Community Benefit Fund is £1,000 and that other additional funding would need to be sought from other sources for such a substantial project. It was suggested that the HPFA consider working with those supporting Harbertonford Park on safety surface removal. Additional quotes or alternative surfaces should be explored. It was recommended to keep the application 'live' to be actioned at any monthly meeting of the Parish Council.
 - 4.2. Harberton Parish Hall Application for maximum amount available for roof repairs and refurbishment. Repair treatment of the present roof which would give it another 10 years of life. This comprises scaffolding, grinding back edge peel and other peeling patches and treating affected areas with Giromax corrosion treatment paint system, new ridge flashing and profile foam fillers, replacement of all fixings.
Cllr Williams declared an interest, as being the Parish Council's representative on the Harberton Parish Hall committee.

It was RESOLVED to recommend to the Parish Council to award a grant of £1000 to support the project.
5. **Review clerk overtime and holiday tracker 2022/23 Quarter 1 and consider overtime payment requests (if any)** The Clerk had prepared Q1 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 20 hours for the quarter, totalling £259.00.
It was RESOLVED to approve the overtime/holiday tracker and make the overtime payment in three instalments of £86.33 in July, August, Sept.
6. **Confirmation of next meeting date** 7:30pm Tuesday 4th October 2022.

Meeting closed at 8:24pm