

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 4th October 2022 at Harbertonford Village Hall.

Present: Cllrs Beamish, Paine, Williams
Apologies: Cllr Hockings, Cllr Camp
Clerk: Ms Radford

Agenda

1. **Apologies** were received and sanctioned. It was agreed that Cllr Beamish chair the meeting in Cllr Camp's absence.
2. **Approve minutes of the last meeting and report on actions from the minutes (if any)** The minutes of the meeting 5th July 2022 were signed as an accurate record.
3. **Receive and review end of quarter 2 reports**
 - 3.1. 2022/23 end of quarter 2 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. Variance between spending against budgeted figures were discussed, with no current concerns.
 - 3.2. 2022/23 end of quarter 2 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 Paine.
4. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**
 - 4.1. Totnes Rural Area Youth Engagement Project An application for £1000 was made to support the youth provision in Harbertonford and to give young people continued access to youth services in the Village Hall and visits to various venues over the summer.

It was RESOLVED to recommend to the Parish Council that a grant of £1000 be awarded to support the project.
5. **Consider wording of Community Benefit Fund Guidelines** The committee reviewed wording of the current guidelines and made the proposed amendments for clarity:
 - 5.1. Instead of normally making payment by cheque on project completion, it was proposed that wording was altered to meet current practice as follows: "*The Parish Council will consider whether payment will be made immediately on grant acceptance, or on project completion. In either case, The Parish Council will require copies of receipts or invoices on completion as confirmation that the grant was spent as described in the application. The Parish Council will seek to recoup these funds if this evidence is not provided within a 12-month period.*"
 - 5.2. It was proposed to clarify circumstances in which charities may apply for another grant within a 12-month period by stating "*Successful applicants will not normally be able to apply to the fund for another grant for a period of 12 months except for applications for charitable purposes for the direct relief of people in need by reason of financial hardship, within the Parish of Harberton.*"
6. **Review clerk overtime and holiday tracker 2022/23 Quarter 2 and consider overtime payment requests (if any)** The committee reviewed the Clerk's Q2 overtime and holiday tracker, showing 80.6 hours worked in the quarter and 16.4 hours of holiday taken. No overtime has been undertaken within the quarter. The clerk is carrying a total of 20 hours of time off in lieu is carried forward into the next quarter.
7. **Confirmation of next meeting date** 3rd January 2022.