

HARBERTON PARISH COUNCIL

Minutes of the meeting of the Finance Committee of Harberton Parish Council held at 7.30pm on Tuesday 4th April 2023 in Harbertonford Village Hall meeting room.

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

Agenda

1. **Apologies** were sanctioned as above
2. **Minutes** It was **RESOLVED** to approve the minutes of the meeting of 3rd January 2023 as an accurate record.
3. **Receive and review end of Quarter 4 reports**
 - 3.1. 2022/23 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 £60734.43 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 Beamish).
 - 3.2. 2022/23 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. 2022/23 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. 2022/23 Explanation of Variances Cllrs reviewed the 2022/23 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. The Harbertonford Community Limited: Harbertonford Community Shop An application was made for £1200 to support the purchase and/or lease of new efficient fridges, freezers and chiller cabinets and the disposal of old equipment to enable the community shop to store and sell a wide range of locally produced fresh food. The approximate cost for the fridges, freezers and chillers required is £7000. An application exceeding the usual upper limit on Community Benefit Fund grants was made by the applicant, reasoning that in their view, the initiative is critical to ensuring Harbertonford and Harberton (and surrounding area) remain thriving communities and will benefit all residents – as well as visitors. After discussion **it was RESOLVED** to recommend a grant of £1000 be made, on receipt of a grant acceptance letter. The Finance Committee did not believe there was justification to make an 'exceptional circumstances' grant in excess of the published guidelines, particularly now that the final payment enabling the Community Benefit Fund has been received and wishing to ensure that the finite funds within the Community Benefit Fund could support as many projects as possible.
 - 4.2. Totnes Rural Area Youth Engagement project An application was made for £1000 to support TRAYE to deliver an open access youth group for young people aged 8 – 16 years old in Harbertonford. The session runs on a Thursday evening every two weeks at the Harbertonford Village Hall. The funding will go towards the salaries of 2 trained Youth workers and 1 Support Worker who run youth club sessions, and to pay for the free food, drink and resources provided at each session. The Finance Committee noted that a calendar month has not passed since TRAYE submitted an application for consideration at the 2022/23 quarter 2 deadline, and which was approved in October 2023. **It was RESOLVED** to invite TRAYE to submit before the 2023/24 quarter 2 deadline on 30th September 2023 for consideration at the meeting on 3rd October 2023.
 - 4.3. Any other applications received None
5. **Consider Clerk overtime and holiday claims (if requested)**

The Finance Committee reviewed the Clerk's overtime and holiday tracker showing the clerk's request to retain 20 hours of Time Off in Lieu in the next quarter and an overtime claim of 69 hrs for the quarter, totalling £962.55. **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 £320.85 in April, May and June.
6. **Confirmation of next meeting date** 7:30pm Tuesday 4th July 2023

Meeting closed at 20:30