

HARBERTON PARISH COUNCIL

DRAFT Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 4th July 2023 at Harbertonford Village Hall Committee Room

In attendance: Cllrs Beamish, Camp, Davies, Paine, Williams
Apologies: Cllr Morris
Clerk: Ms Radford

Agenda

1. **Apologies** were received as above and sanctioned.
2. **Minutes** It was **RESOLVED** to approve the minutes of the meeting of 4th April 2023 as an accurate record. There were no matters arising.
3. **Receive and review end of quarter 1 reports**
 - 3.1. 2023/24 end of quarter 1 financial year budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions and check figures.
 - 3.2. 2023/24 end of quarter 1 bank reconciliation* for independent review and signature of reconciliation and of bank statements. Cllrs received the end of quarter 1 bank reconciliation as prepared by the Clerk showing a balance of £ £64158.48 including reserves. **It was RESOLVED** to sign the reconciliation and bank statements (signed by Cllr Camp).
4. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**
 - 4.1. Harbertonford Village Hall An application was made for £1000 towards a project cost of £1792 to support the purchase of 20 x GoPack padded chairs to enhance the bar area of the hall. There was a discussion in which committee members reviewed a number of chair suppliers and compared costs with those that the fund would support. **It was RESOLVED** to recommend to write to the applicant to advise them that the Community Benefit Fund is a finite fund and is now diminishing. The Finance Committee agrees that the principle of purchasing the chairs is good, however it recommends that a grant be paid on the condition that the applicant first provides three quotes. It was suggested that the Community Benefit fund would pay for 75% of the full cost of the chairs, up to a value of £1000, if the cost can be brought down by finding an alternative supplier. The Clerk will provide details of suppliers found by the Finance Committee providing a similar product at a lower cost. The Grant would be awarded on the receipt of three quotes and paid on receipt of paid invoice.

In light of this discussion **it was RESOLVED** to recommend to the Parish Council to make a small amendment to the Community Benefit Guidelines, informing applicants that the Fund is finite and now diminishing, that applicants should make for that they've researched the subject of their application thoroughly and sourced suppliers quotes that offer value for money.
 - 4.2. Harberton Church Community Fund An application was made for £1000 to purchase tree stands, lights and planks to support the Christmas Tree Festival. During consideration costs provided for the individual items was discussed, as was the grant made to the HCCF in 2018 for the purchase of 40 strings of LED lights. **It was RESOLVED** to recommend that a grant of £750 be awarded, offering feedback to refer to diminishing funds and the grant already made in 2018. The grant would be paid on receipt of grant acceptance letter.
 - 4.3. Harberton Cricket Club An application was made for £850 to support the purchase of cricket equipment that would the club to further develop children's cricket skills. Cllr Camp declared an interest as his children attend the cricket club and did not vote on the motion. After discussion **it was RESOLVED** that the finance committee recommend a grant of £850 be paid on receipt of grant acceptance letter.
5. **Review clerk overtime and holiday tracker 2023/24 Quarter 1 and consider overtime payment requests (if any)** The finance committee reviewed the Clerk's overtime and holiday tracker showing the Clerk's request to retain the 20 hours of Time of in Lieu and carry forward to the next quarter, and an overtime claim of 31 hours for the quarter, totalling £432.45. **It was RESOLVED** to recommend to the Parish Council that the overtime be approved and paid in three instalments of £144.15 in July, August, September.
6. **Confirmation of next meeting date** 7:30pm Tuesday 3rd October 2023.