

HARBERTON PARISH COUNCIL

DRAFT Minutes of the meeting of the Finance Committee of Harberton Parish Council held at 7.30pm on Tuesday 3rd October 2023 at Harbertonford Village Hall Committee Room

In attendance: Cllrs Beamish, Camp, Morris

Apologies: Cllrs Davies, Paine, Williams

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 July 2023 as an accurate record. There were no matters arising.
3. **Receive and review end of quarter 2 report**
 - 3.1. 2023/24 end of quarter 2 financial year budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions and check figures. It was noted that the budget included an annual income from the Community Benefit Fund, which was included in error as the final instalment of the fund had been paid in the 2022/23 financial year. The figure of £5656 was removed from 'income' and placed under 'earmarked reserves' as any spending against this line would be drawn from Community Benefit Fund reserves.
 - 3.2. 2023/24 end of quarter 2 bank reconciliation for independent review and signature of reconciliation and of bank statements. Cllrs received the end of quarter 2 bank reconciliation as prepared by the Clerk showing a balance of £66909.45 including reserves. **It was RESOLVED** to sign the reconciliation and bank statements (signed by Cllr Morris).
4. **Community Benefit Fund**
 - 4.1. **Update on applications made in the previous quarter**
 - 4.1.1. Harbertonford Village Hall It was reported that an email had been received on 21st September 2023 by a representative of the Village Hall committee to comment that the committee is pleased that the Parish Council has agreed to provide £1,000 towards our purchase of approximately £1,700-worth of banqueting chairs of the committee's choice. That choice remains an ongoing process, which will now be in abeyance until November, (because key members of the committee will be away during October). It was asked that the Parish Council is informed of the Village Hall committee's gratitude and explain that there will be a slight delay in presenting the Parish Council with the invoice.

The Finance Committee wished to respond with correspondence to remind the Village Hall Committee that three quotations were requested in order to release funds to purchase the chairs. It was agreed to respond with the following: *The Finance Committee Parish Council met again on the 3rd October, wished to clarify that the offer made to Harbertonford Village Hall. The Parish Council have offered 75% of the cost of 20 or more banqueting chairs, up to a maximum of £1000 subject to the hall obtaining suitable quotes and price comparisons.*
 - 4.2. **Consideration of applications made by deadline of 30th September 2023**
 - 4.2.1. Totnes Rural Area Youth Engagement project (TRAYE) An application was made for £1000 towards a project costing £2500 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 who run youth club sessions, and to pay for the free food, drink and resources provided at each session. **It was RESOLVED** to recommend that a grant of £1000 be awarded. Noting that now the funds are diminishing the Parish Council should keep donations to TRAYE under review, as the opportunity to make an annual application to the Community Benefit Fund will not be an option in the long term.
 - 4.2.2. Harbertonford Christmas Tree Fund An application was made for £400 to support the erection of a village Christmas tree in Harbertonford. Funds would support purchase of a suitable tree, transportation, erecting it, putting on lights etc and running costs. Any remaining funds would be carried forward to support similar costs in 2024. **It was RESOLVED** to recommend a grant of £400 be awarded, and paid to the applicant. Conditions should include a requirement for a brief report on how funds have been spent in 2023, and confirmation that any surplus would be expected to be held on behalf of the village for the following year's tree.

5. **Review clerk overtime and holiday tracker 2023/24 Quarter 2 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 20 hours for the quarter, totalling £279.00. **It was RESOLVED** to recommend to the Parish Council that the overtime be approved and paid in three instalments of £93.00 in October, November and December.
6. **Consider a date for the Clerk's annual review** It was agreed to hold the Clerk's Annual Review at 10am on Thursday 16th November 2023 at Daynes Farm.
7. **Confirmation of next meeting date** 7pm Tuesday 2nd January 2024