

HARBERTON PARISH COUNCIL

REVIEWED Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 1st July 2025. Harbertonford Village Hall meeting room.

Present: Cllrs Beamish, Camp, Davies,
Apologies: Cllrs Morris
Clerk: Ms Radford

Agenda

1. **Apologies** were received as above. **It was RESOLVED** to sanction reasons for apologies given.
2. **Minutes** The minutes of the last meeting were signed as an accurate record.
3. **Receive and review end of Quarter 4 reports**
 - 3.1. 2025/26 Quarter 1 bank reconciliation Cllrs received the end of Quarter 1 bank reconciliation as prepared by the Clerk showing a balance of £54,494.98 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 Camp).
 - 3.2. 2025/26 end of quarter 1 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. The document was read in conjunction with the reserves report, below.
4. **Reserves**
 - 4.1. Review of reserves Cllrs reviewed the reserves report, prepared by the Clerk, showing the level of earmarked reserves carried over from the previous financial year, and spending against those reserves in the quarter. The reserves report was signed by the Chair.
 - 4.2. Review of the Harberton Parish Council Reserves Policy The Policy was reviewed with no amendments made.
5. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**
 - 5.1. Harbertonford Village Hall An application had been made for a grant of £500 to support the installation of a hearing loop in the main hall. Installation will increase the accessibility of the venue for those with hearing loss. The project has also been supported by the District Councillor's locality fund. It was noted that the application is now retrospective. **It was RESOLVED** to recommend to the Parish Council that a grant of £500 be made, on receipt of grant acceptance.
 - 5.2. Harberton Cricket Club An application for a grant of an unspecified amount had been made to support the purchase and installation of a heart defibrillator at the Harberton Cricket Club ground. The defibrillator would be available to all users of the playing field. Training is proposed for club members and villagers. It was noted that this was a retrospective application. **It was RESOLVED** to recommend to the Parish Council that a grant of £500 be made, on receipt of grant acceptance.
 - 5.3. Any other applications received No further applications had been received before the meeting.
6. **Pension Enrolment Duties**
 - 6.1. Consideration of the Parish Council's duties to set up a Pension Scheme The Parish Council is required to use the re-enrolment duties tool before the third anniversary of the previous re-enrolment date: 22nd Sept 2025 to help work out the duties. Having spoken with representatives from the Pensions Regulator, it was understood that the Clerk's overtime payments had pushed the Clerk's earnings above the earnings trigger for auto-enrolment in a workplace pensions scheme.
 - 6.2. Pension Scheme recommendation The Clerk had provided a summary document that compared 11 workplace pension schemes, providing pros and cons for each. **It was RESOLVED** to recommend to the Parish Council that a workplace pension scheme is set up with Nest Pensions. The Clerk would then be auto enrolled into the scheme and informed of their pension rights. After being automatically enrolled, employees have one month to decide whether to stay in the scheme or opt out.
7. **Personnel Issues**
 - 7.1. 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 47 hours for quarter 1, totalling £732.26. **It was RESOLVED** to recommend to the Parish Council approval of the requested 20 hours TOIL and the recommendation that the overtime be approved and paid in three instalments of £244.09 in July, £244.09 in August and £244.08 in September.

- 7.2. HR issues and management of role There was discussion between the Clerk, as employee and Finance Committee, as the committee with the role to advise the council on employment conditions and other personnel related matters. The Clerk provided updates on matters on which guidance had been sought from DALC and SLCC.

8. Confirmation of next meeting date 7:30pm Tuesday 7th October 2025.