



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 6<sup>TH</sup> JULY AT 2022 AT 7PM**

<b>Present</b>	<b>Parish Councillors</b>	Cllr Dudman, Cllr Gourley. Cllr Clifford, Cllr Hunt
	<b>WBDC Councillor/Employee</b>	None Expected
	<b>Members of the Public</b>	None
	<b>Clerk &amp; RFO</b>	Jean Lindsell

**Meeting started at 7.03pm**

Resolution	Item	Action
Resolved	<p><b>1. Election of Chair of the Committee</b></p> <p>The Clerk advised Cllr Amirtharaj would be happy to stand for Chair.</p> <p>Cllr Hunt advised he would be interested in the role of Chair but felt as he was a new member of the Council and Committee the role of Vice Chair would be more suitable role at this time.</p> <p>Cllr Clifford advised she would be happy to stand for Chair.</p> <p>Cllr Dudman proposed Cllr Clifford be elected Chair of the Committee.</p> <p>Proposer: Cllr Dudman                      Seconder: Cllr Hunt                      Abstention: 1                      In Favour: 3</p> <p>Cllr Clifford was duly elected Chair of the Committee.</p>	
Resolved	<p><b>2. Election of Vice Chair of the Committee</b></p> <p>Cllr Hunt confirmed he would be happy to stand for Vice Chair.</p> <p>Cllr Clifford proposed Cllr Hunt be elected Vice Chair of the Committee.</p> <p>Proposer: Cllr Clifford                      Seconder: Cllr Gourley                      Abstention: 1                      In Favour: 3</p> <p>Cllr Hunt was duly elected Vice Chair of the Committee.</p>	
Resolved	<p><b>3. Apologies:</b> Cllr Amirtharaj</p> <p><b>4. Declaration of Interests</b> – none declared</p> <p><b>5. Open Session</b> – no Members of the Public present</p> <p><b>6. Minutes</b> – to approve the minutes of the Finance Committee Meeting held on 10-02-22 (draft)</p> <p>Proposer: Cllr Dudman                      Seconder: Cllr Gourley                      Abstention: 1                      In Favour: 3</p> <p><b>7. Financial Report</b></p> <p><b>7.1</b> To review Finance Reports to 31-05-22</p>	

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	<p><b>7.2</b> To review Finance Reports to 30-06-22</p> <p>Cllr Dudman queried why the Projected Unallocated Reserves had decreased since May.</p> <p>The Clerk advised this related to the contribution made in June to WBC Libraries of £1293 from unallocated reserves.</p> <p>Cllr Dudman queried why two CIL payments showed under earmarked reserves but only one of these showed in receipts in the Projected Unallocated Reserves report.</p> <p>The Clerk advised the payment in receipts had been received in June and was the 2<sup>nd</sup> instalment of CIL regarding the Land Adjacent to the Lord Lyon Stockcross however the other payment only reported under earmarked reserves had been received on October 2021.</p> <p><b>7.3</b> To review Budget v Actual Report (Q1)</p> <p>Cllr Clifford asked for clarification as to which category play equipment repairs were allocated to.</p> <p>The Clerk advised these were under General Maintenance.</p> <p>Cllr Hunt questioned why only £4210 had been allocated to General Maintenance in light of the high cost of play equipment replacement and repairs.</p> <p>Cllr Dudman advised due to level of unallocated reserves available it had not been considered prudent to increase the operational budget which would in turn have potentially increased the precept request but acknowledged that could change in the future if there were no reserves available.</p> <p>Cllr Hunt felt the true costs should be publicly visible so that it was recognised the significant level of funds required to maintain these assets.</p> <p>The Clerk advised reports were available.</p>	
Resolved	<p><b>8. Finance Committee Terms of Reference</b></p> <p><b>Proposal:</b> To agree draft ToR and recommend to Full Council for approval (subject to any amendments agreed by the Committee)</p> <p>All members of the Committee agreed the draft ToR and any actions taken under the Committee's delegated powers would be reported back to Full Council via Finance Committee meeting minutes.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Hunt All In Favour</p>	
Resolved	<p><b>9. Scheme of Delegation</b></p> <p><b>Proposal:</b> To review revised Scheme of Delegation and recommend to Full Council for approval (subject to any amendments agreed by the Committee)</p> <p>The Clerk advised the only revisions made referred to the Planning Applications section of the document and made been made to ensure transparency regarding planning applications considered outside of face to face meetings.</p> <p>Cllr Dudman felt the wording of the section could be simplified to ensure complete clarity.</p> <p>All members of the Committee agreed.</p> <p>Cllr Dudman offered to re-write the section and forward to the Clerk.</p> <p>Cllr Dudman added that although no changes had been made to any other sections of the document these would only be initiated in the event the Council could not meet in person and online meetings remained unlawful.</p>	Cllr Dudman



<p>Resolved</p>	<p>Cllr Hunt suggested the reason for the Council potentially being unable to meet in person should not be restricted to COVID-19 but should be more generic.</p> <p>All members of the Committee agreed.</p> <p>The Committee agreed the Scheme of Delegation subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- Re-wording of the Planning Applications section</li> <li>- Removal of “Temporary” from the document title</li> <li>- Removal of COVID-19 references</li> </ul> <p>Proposer: Cllr Gourley                  Seconder: Cllr Hunt                  All In Favour</p> <p><b>10. Improvements Plan Working Party Defibrillators Project</b></p> <p><b>Proposal:</b> To approve draft Invitation to Tender</p> <p>The Clerk advised the Members’ Bid application submitted by Cllr Doherty on SPC’s behalf had been approved and the Council had been awarded £1100 towards this project.</p> <p>Cllr Clifford advised the draft Invitation to Tender was based on a full package not limited to just the supply and installation of a defibrillator but including training and ongoing support.</p> <p>Cllr Clifford added she had already received a quote from Community Heartbeat Trust.</p> <p>Cllr Hunt felt the document should not attempt to offer solutions but that should be the company’s responsibility to deliver the solution as part of their quote.</p> <p>The Committee acknowledged Cllr Hunt’s comments but felt such statements could remain.</p> <p>The Committee approved the draft Invitation to Tender subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- Further quotes to be obtained only for Spenn Recreation Ground as a potential second location was still to be agreed</li> <li>- Weightings to be removed as these are still be agreed</li> <li>- Insurance to be checked regarding locked v’s unlocked cabinet</li> </ul> <p>Clerk to check with SPC’s insurers.</p> <p>Clerk to amend Invitation to Tender and send to a minimum of two further companies.</p> <p>Proposer: Cllr Dudman                  Seconder: Cllr Hunt                  All In Favour</p> <p>The Clerk added the Members’ Bid application for the road markings at the allotments entrance had also been approved and the Council awarded £66.</p> <p>Clerk to contact WBC to progress with road markings.</p>	<p>Clerk</p>
	<p><b>11. Procurement Framework</b></p> <p>Cllr Dudman gave brief overview on the draft framework and suggested the model should be finalised at a focussed discussion to agree the various weightings to be applied.</p>	<p>Clerk                  Clerk                    Clerk</p>



<p><b>12. Committee Meeting Dates – to agree future meeting dates</b> The Committee agreed the proposed dates as presented by the Clerk.</p> <p><b>13. Matters for consideration and information arising after the preparation of this Agenda which the Chair agrees to take as urgent (all Councillors)</b> None Raised</p> <p><b>14. Date of Next Meeting – Wednesday 7<sup>th</sup> Sept 2022</b></p> <p><b>15. Exclusion of the Press and Public</b> No vote required as no PART II items</p> <p><b>The meeting closed at 9.00pm</b></p>	
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<b>Signed:</b>	<b>Name (print):</b>	<b>Date:</b>
	<b>Position:</b>	

Abbreviations Used:  
SPC = Speen Parish Council  
WBC = West Berkshire Council  
CHT = Community Heartbeat Trust

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