



SPEEN PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 22ND FEBRUARY 2023 AT 7PM

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| Present | Parish Councillors | Cllr Clifford (Chair), Cllr Hunt (Vice Chair), Cllr Dudman |
| | WBC Councillor/Employee | None Expected |
| | Members of the Public | None |
| | Clerk & RFO | Jean Lindsell |

Meeting started at 7pm

| Resolution | Item | Action |
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| Resolved | <ol style="list-style-type: none"> 1. Apologies – Cllr Gourley Cllr Amirtharaj 2. Declaration of Interests – none declared 3. Open Session – no Members of the Public present 4. Minutes – to approve the minutes of the Finance Committee Meeting held on 14-12-22 (draft) Proposer: Cllr Hunt Seconder: Cllr Clifford Abstention: 1 In Favour: 2 5. Financial Report <ol style="list-style-type: none"> 5.1 Bank Balance as at 31-01-23 reported as £58,016.90 5.2 To retrospectively note payments for January 2023 The Committee duly noted payments made. 5.3 To review Finance Reports to 31-01-23 Cllr Dudman remarked the significant reduction in Unallocated Reserves over the last two years which was a very positive step forward. The Committee duly noted the reports. | |
| Resolved | <ol style="list-style-type: none"> 6. Earmarked Reserves <ol style="list-style-type: none"> 6.1 Proposal: To agree reassignment of £2500 previously earmarked for War Memorial project to Defibrillator project and recommend to Full Council for approval (subject to Full Council approval of project) Proposer: Cllr Dudman Seconder: Cllr Hunt All in Favour: | |
| Resolved | <ol style="list-style-type: none"> 6.2 Proposal: To approve transfer of 2023/24 Earmarked Reserves to Lloyds Bank Instant Access Account effective April 2023 The Clerk advised the proposal only referred to Earmarked Reserves already approved by Full Council. The Clerk added the amount earmarked for Office Furniture could be less at year end as she hoped to purchase an office chair prior to year end and asked the Committee for approval to also purchase a shredder. | |

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| <p>Resolved</p> | <p>The Committee agreed.</p> <p>Cllr Hunt requested further information regarding CIL monies.</p> <p>Clerk to email Cllr Hunt the Council’s Reserves Policy together with notes regarding CIL spending regulations.</p> <p>Proposer: Cllr Clifford Seconder: Cllr Dudman All in Favour</p> <p>7. General Reserves – update from Clerk regarding potential savings accounts</p> <p>The Clerk advised she had look at many savings accounts but had been unable to identify a suitable account with a reasonable interest rate due to the level of initial deposit required and asked if any of the Committee would be willing to assist in researching accounts.</p> <p>Cllr Dudman offered to help.</p> <p>8. Bank Signatories – review of current signatories</p> <p>The Clerk advised bank signatories had not been reviewed for some considerable time and under the Finance Committee Terms of Reference two signatories should be Committee members.</p> <p>The Clerk further advised who the current signatories were.</p> <p>The Committee agreed these should be revised.</p> <p>Cllr Dudman and Cllr Hunt put themselves forward as signatories.</p> <p>The Committee agreed Cllr Amirtharaj and the Clerk should remain as signatories.</p> <p>Clerk to obtain new bank mandates.</p> <p>9. Zoom Licence</p> <p>Proposal: To approve purchase of Annual Zoom Licence to take advantage of 30% discount</p> <p>Proposer: Cllr Hunt Seconder: Cllr Dudman All in Favour</p> <p>Clerk to look into obtaining an SPC debit or credit card to remove the necessity for using the Clerk’s personal card for the Zoom licence payment and other purchases which can only be paid for via debit or credit card.</p> | <p>Clerk</p> <p>Cllr Dudman</p> <p>Clerk</p> |
| <p>Resolved</p> | <p>10. Risk Management Assessment</p> <p>Proposal: To approve updated Risk Management Assessment</p> <p>Approved subject to the following amendments:</p> <p>Opening Paragraph - remove ‘The Council is aware that although some risks can never be eliminated fully it has in place a strategy that provides a structured systematic and focussed approach to managing risk’ replace with ‘The Council endeavours to have a structured systematic and focussed approach to managing risk’</p> <p>Employees – Fraud by Staff – add ‘ All Councillors have conduced fraud awareness training and/or read relevant documentation’</p> <p>Employees – Clerk Resignation/Sickness - add to Councillors may act in a temporary capacity ‘to publish Agendas and take minutes’ and ‘The Council will use the services of a locum Clerk if necessary’</p> <p>The Committee approved all revisions.</p> | <p>Clerk</p> |



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| <p>Resolved</p> | <p>Proposer: Cllr Clifford Seconder: Cllr Dudman All in Favour</p> <p>Clerk to email revised document to Committee members</p> <p>Cllr Clifford advised there was an LGA Councillor's Workbook on Bribery and Fraud Prevention and would forward details to the Committee.</p> <p>11. Risk Assessments</p> <p>Proposal: To approve updated Risk Assessments</p> <p>Proposer: Cllr Hunt Seconder: Cllr Clifford All in Favour</p> <p>12. Grant Aid (S137)</p> <p>12.1 S137 Grant Applications</p> <p>The Clerk advised two grant applications had been received as follows:</p> <ul style="list-style-type: none"> • Stockcross PTFA - Shared Learning Area Project - £500 • The Multiple Sclerosis Therapy Centre – 50 sets of electrodes - £608 <p>The Clerk added both applicants had been advised there was no further S137 Grant funding available for this financial year.</p> <p>The Chair agreed to move to Item 12.2 as there were significant changes proposed in the draft Grant Aid Awarding Policy and return to consideration of the applications following that discussion.</p> <p>Following Item 12.2 resolution the Committee agreed to review the two grant applications in detail based on the approved Grant Aid Awarding Policy.</p> <p>There was significant debate regarding the merits of both applications and the benefits to parishioners.</p> <p>Cllr Dudman proposed the Stockcross PTFA application be approved due to the benefits to parishioners and the project deadline but payment of the grant not be processed until April and the MS Therapy Centre application be held and considered in the next round of applications.</p> <p>The Chair agreed to table the proposal.</p> <p>Proposal: To approve Stockcross PTFA S137 Grant application approved payment not to be processed until April and MS Therapy Centre application be held and considered in the next round of applications</p> <p>Proposer: Cllr Dudman Seconder: Cllr Hunt All in Favour</p> <p>Clerk to advise applicants</p> | <p>Clerk</p> |
| <p>Resolved</p> | <p>12.2 Grant Aid Awarding Policy S137 Grants – to review draft document</p> <p>Following discussion Cllr Dudman suggested a proposal be made to approve the policy subject to the following revisions for further clarification to applicants:</p> <ul style="list-style-type: none"> • Application deadline 31st January – grant payment processed in April subject to approval • Applications received by 30th April – grant payment processed in July subject to approval • Applications received by 31st July – grant payment processed in October | <p>Clerk</p> |



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| Resolved | <p>subject to approval</p> <ul style="list-style-type: none"> • Applications received by 31st October – grant payment processed in January subject to approval • Add paragraph “As a general outline the Finance Committee will allocate ¼ of the S137 Grant Budget per quarter. If there is any residual sum in one quarter this will roll over to the next quarter” <p>All members of the Committee agreed and the Chair accepted the proposal.</p> <p>Proposal: To approve the draft Grant Aid Awarding Policy – S137 Grants subject to the agreed revisions.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Hunt All in Favour</p> <p>Clerk to email revised document to Committee members</p> | Clerk |
| Resolved | <p>13. Speen Recreation Ground Hire</p> <p>Proposal: To agree renewal of AFC Newbury annual hire of Speen Recreation Ground for 2023/24 and recommend to Full Council for approval</p> <p>Proposer: Cllr Clifford Seconder: Cllr Dudman All in Favour</p> <p>14. Matters for consideration and information arising after the preparation of this Agenda which the Chair agrees to take as urgent (all Councillors) – none raised</p> <p>15. Date of Next Meeting – 7th June 2023</p> <p>16. Exclusion of the Press and Public</p> <p>No vote required as no PART II items</p> <p>The meeting closed at 9.17pm</p> | |

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| Signed: | Name (print): | Date: |
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