

## REDBOURN PARISH COUNCIL

### Minutes of the Finance & Policy Committee held on Thursday 27<sup>th</sup> MARCH 2018, 7:30pm, Conference Room, Redbourn Parish Centre

**PRESENT:** Cllrs S Kidd (Chair), D Mitchell (Vice Chair), M Maynard and I Caldwell

**IN ATTENDANCE:** Nish Khanna (Clerk) and 5 x Residents/Representatives (Redbourn Village Hall, Redbourn Classics, Citizens Advice and Redbourn Tennis Club)

#### 1. APOLOGIES FOR ABSENCE

Cllrs V Mead (SADC meeting), P Schofield (Absent) and A Gardner (Health)

#### 2. DECLARATIONS OF INTEREST

Cllr V Mead – Redbourn in Bloom, Redbourn Youth Club, Redbourn Museum

Cllr I Caldwell – Redbourn Online

Cllr M Maynard – Redbourn Museum

Cllr P Schofield – Redbourn Bowls Club, Redbourn Youth Club and Redbourn in Bloom

Cllr S Kidd – Redbourn Village Hall and Redbourn Youth Club

#### **Additional declarations for this meeting:**

Cllr Caldwell – Citizen's Advice

#### 3. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

***The minutes of the Finance and Policy Committee meeting held on 30<sup>th</sup> January 2018 are signed as a true record of the meeting.***

#### 4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

4.1 Grant feedback

#### 5. MATTERS TO REPORT

None

#### 6. PUBLIC PARTICIPATION

***It was agreed that Item 7 Grant Applications would be brought forward.***

7.1 Citizens Advice St Albans District (CASTAD)

A grant application was received from CASTAD for £2000.00 to deliver the Citizens Advice service to Redbourn residents locally at the Parish Centre.

It was proposed, seconded and resolved to recommend to Full Council that:

***CASTAD is awarded a grant of £2000.00 towards delivering the Citizens Advice service to Redbourn Residents locally at the Parish Centre under LGA 1972 s142. The grant offer included free use of the police office room at the Parish Centre.***

7.2 Friends of St Mary's - Redbourn Classics

A grant application was received from the Friends of St Mary's to hold Redbourn Classics 2018 for £1976.34 for the development and running of the event on 15<sup>th</sup> September 2018.

Cllrs were concerned that the c.£8k raised by the very successful 2017 event had been distributed as grants and none was held back to fund the 2018 event.

It was proposed, seconded and resolved to recommend to Full Council that:

***Friends of St Mary's – Redbourn Classics 2018 is awarded a grant of £1976.34 to develop and run the 2018 event under LGA 1972 s145. This was on the basis that future profits would be used to build a contingency fund to enable the event to become self-sufficient in future years.***

7.3 Redbourn Village Hall

A grant application was received from Redbourn Village Hall for £3780.00 to cover urgent and major plumbing repairs.

It was proposed, seconded and resolved to recommend to Full Council that:

***Redbourn Village Hall is awarded a grant of £3780.00 towards urgent and major plumbing repairs at the Village Hall under LGA 1972 s133***

7.4 Redbourn in Bloom

A grant application was received from Redbourn in Bloom for £3,000.00 towards public planting schemes, floral displays and hanging baskets around Redbourn.

It was proposed, seconded and resolved to recommend to Full Council that:

***Redbourn in Bloom is awarded a grant of £3,000.00 towards public planting schemes, floral displays and hanging baskets around Redbourn under LGA 1972 s144***

7.5 Redbourn Museum

A grant application was received from Redbourn Museum for £3,150.00 towards insurance and internal/external decorating of the museum.

Two proposals were received, one for the full amount and one to just cover the decoration costs.

It was proposed, seconded and resolved to recommend to Full Council that:

***Redbourn Museum is awarded a grant of £2,300.00 towards internal and external decorating costs under LGA 1972 s144***

7.6 Redbourn Singers

A grant application was received from the Redbourn Singers for £300.00 towards their weekly hire costs for the Methodist Church room.

It was proposed, seconded and resolved to recommend to Full Council that:

***The Redbourn Swingers are awarded a grant of £300.00 towards their weekly hire costs for the Methodist Church Room under LGA 1972 s145***

7.7 Redbourn Xmas Market

A grant application was received from the Redbourn Xmas Market for £2,000.00 towards the further enhancement of Redbourn's Xmas lighting display at the Xmas Market.

Cllrs queried why a grant was required when their accounts showed the Xmas Market held c.£8,000.

The Clerk was asked to add this to the next Full Council Agenda and to invite a Xmas Market representative to attend to Cllrs understand the grant application better.

**Action:** Clerk

7.8 Redbourn Players

A grant application was received from the Redbourn Players for £600.00 towards improving 'apron staging' at the Village Hall for their pantomime and revue performances. This modern staging will be lightweight and require 25% of current storage space needed for the existing older, heavy wooden blocks.

It was proposed, seconded and resolved to recommend to Full Council that:

***The Redbourn Players are awarded a grant of £600.00 towards new lightweight, apron staging under LGA 1972 s144***

**7. GRANT APPLICATIONS**

**7.1 CASTAD**

See Item 6 above.

**7.2 Friends of St Mary's - Redbourn Classics**

See Item 6 above.

**7.3 Redbourn Village Hall**

See Item 6 above.

**7.4 Redbourn in Bloom**

See Item 6 above.

**7.5 Redbourn Museum**

See Item 6 above.

**7.6 Redbourn Singers**

See Item 6 above.

**7.7 Redbourn Xmas Market**

See Item 6 above.

7.8 **Redbourn Players**

See Item 6 above.

8. **FINANCIAL POSITION**

8.1 **Current financial position against budget to date**

The Clerk presented Cllrs with the Income and Expenditure report dated 20<sup>th</sup> March 2018 reflecting reconciled accounts to the end of February 2018.

It was proposed by the Chair and resolved that:

***The Income and Expenditure report dated 20<sup>th</sup> March 2018 reflecting accounts reconciled to the end of February 2018 be received.***

It was proposed by the Chair and resolved that:

***The Balance Sheet report dated 20<sup>th</sup> March 2018 reflecting accounts reconciled to the end of February 2018 be received.***

8.2 **Investments**

The Clerk summarised the Council's various investment accounts and provided Cllrs with the latest bank statements for each.

The Council's bank accounts are as follows:

- CCLA Property Fund
- HSBC Money Market
- HSBC Money Market Call Account

It was proposed by the Chair and resolved that:

***The latest investment statements for the HSBC Money Market Call Account, Money Market Account and the CCLA Property Fund account and supporting reports be received.***

8.3 **Reconciliation**

The Clerk presented Cllrs with the reconciliation report for Cash Book 1 (Current Account) and corresponding bank statement for January 2018.

It was proposed by the Chair and resolved that:

***The reconciliation report and supporting bank statement demonstrating reconciled accounts for January 2018 be received.***

The Clerk presented Cllrs with the reconciliation report for Cash Book 1 (Current Account) and corresponding bank statement for February 2018.

It was proposed by the Chair and resolved that:

***The reconciliation report and supporting bank statement demonstrating reconciled accounts for February 2018 be received.***

**8.4 CCLA – Deposit Fund**

Cllr Kidd said that he had completed the majority of the paperwork to open the Deposit Fund account and now required details and signatures of those who would administer the account.

Cllrs discussed this and felt this should be done after the Easter break.

**ACTION: Cllr Kidd / Cllr Mitchell / Clerk**

**9. Policy**

**9.1 To receive amended Council policies previously agreed**

None

**10. MATTERS TO REPORT**

10.1 Cllr Maynard reported that she had received very positive feedback from one of the activities funded by an RPC grant in 2017-18. The Kitchen Front (Larder Louts) cookery sessions have proved to be very popular and very well received.

In addition, RPC had received great feedback from Redbourn Care Group and the High Sherriff for their continued support of Redbourn Care Group.

**11. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is scheduled for 29<sup>th</sup> May 2018.

The meeting closed at 9:30pm.

*Chairman*.....*Date*.....