

REDBOURN PARISH COUNCIL

Minutes of the Finance & Policy Committee held on Thursday, 14th March 7.30pm, Conference Room, Redbourn Parish Centre

PRESENT: Cllrs S Kidd (Chair), P Schofield and D Mitchell

IN ATTENDANCE: Chris Kenny (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs M Maynard (health), I Caldwell (health), A Gardner (work commitment) V Mead (District meeting)

2. DECLARATIONS OF INTEREST

Cllr V Mead Redbourn in Bloom, Redbourn Youth Club
Cllr I Caldwell Redbourn Online
Cllr M Maynard Redbourn Museum
Cllr P Schofield Redbourn Bowls Club, Redbourn Recreation Centre and Playing Fields Trust, Redbourn Youth Club and Redbourn in Bloom
Cllr S Kidd Redbourn Village Hall and Redbourn Youth Club

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 22nd January 2019 are signed as a true record of the meeting.

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

The Clerk reported that in addition to the grant given by RPC, and on our recommendation, the Cricket Club had secured a further £2,000.00 from Cllr Brewsters' locality budget.

5. MATTERS TO REPORT

Clerk – VAT return

6. PUBLIC PARTICIPATION

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

7.1 A grant application was received from the Allotment Association requesting the sum of £2,030.00. A representative of the Association talked through the application.

It was proposed by the Chair and resolved that:

Redbourn Allotment Association is awarded a grant of £2,030.00 towards the cost of maintenance at the Tassel Hall site, water rates for all three sites and to construct a raised bed to allow a disabled allotment holder continued use of the plot.

7. GRANT APPLICATIONS

7.2 Redbourn Care Group

Councillors considered the grant application received from Redbourn Care Group for £5,000.00.

It was proposed by the Chair and resolved that:

Redbourn Care Group is awarded a grant of £5,000 towards operating costs including running of the Care Office and the minibus.

7.3 Redbourn In Bloom

This item will be added to the next Full Council agenda as, due to Cllr Schofield's declared interest, there were not enough Councillors to vote.

ACTION: Clerk to add to March's Full Council agenda.

7.4 Redbourn Village Museum

The grant application for £3,786.00 from Redbourn Village Museum was considered.

It was proposed by the Chair and resolved that:

Redbourn Village Museum is awarded £3,000.00 towards the cost of running the Museum to include insurance and broadband costs, updating advertising leaflet, extension of gravel path across the portico and erection of pillars for priory stones.

7.5 Friends of St Mary's Redbourn

The grant application from Friends of St Mary's Redbourn for £1,338.99 was considered.

It was proposed by the Chair and resolved that:

Friends of St Mary's Redbourn is awarded a grant of £1,338.99 towards the running costs of Classics on Common.

Cllrs were pleased to note that £3K had been kept back from last year but would recommend and encourage the organizing committee to continue to build up the contingency fund.

It was agreed that if more grants were received between now and the Annual Parish Meeting, an additional meeting would be held to consider the applications.

8. FINANCIAL POSITION

8.1 Current financial position against budget to date

It was proposed by the Chair and resolved that:

The Income and Expenditure report dated 5th March 2019 reflecting accounts reconciled to the end of January 2019 be received.

8.2 Investments

It was proposed by the Chair and resolved that:

The latest investment statements/reports for the HSBC Money Market Call Account 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 2019.

It was proposed by the Chair and resolved that:

The reconciliation report and supporting bank statement demonstrating reconciled accounts for January 2019 be received.

8.4 Year End

The Clerk explained the year end arrangements to Cllrs and informed them that RBS will be in on 29th April to complete the year end close down in preparation for the internal audit and external auditor.

8.5 Making Tax Digital

The Clerk informed Cllrs that where a Council is VAT registered, they will need to be able to submit VAT returns digitally by 1st October 2019, which means no longer submitting returns via HMRC. Our finance software provider is in the process of developing an upgrade to allow this to happen.

8.6 SID (Speed indicator devise)

To consider and agree expenditure for an additional SID devise

At the recent Highways meeting held between RPC and Herts Highways, Cllr Brewster explained that she had capacity within her locality budget for one SID and was suggesting that RPC, along with another Parish Council, contributes half to the devise to enable us to have another devise in the Village.

It was proposed by the Chair and resolved that:

RPC contribute the sum of £2,255.00 towards the cost of a Speed Indicator Devise to be installed at Hemel Hempstead Road, where there is already a socket. Cllr Brewster will fund the difference from her Locality Budget.

8.7 Review of Financial Regulations and Standing Orders

To review and make amendments, where necessary to the Financial Regulations and Standing Orders

Cllrs reviewed the Financial Regulations and made the following amendments:

11.1 b amend to read 'where it is intended to enter into a contract exceeding £25K in value for supply of goods or materials or for the execution of works or specialist services.....the Clerk shall upload onto the GOV.UK, Crown Commercial Service, as an invitation to tender.'

11.1 g amend to read 'contracts above £25K'

11.1 h amend to read 'contain a statement to the effect of Standing Order 18 (Financial Controls and Procurement)'

11.1 i amend to read 'contracts less than 25K' and also '.....a) the Clerk/RFO shall, where practical, obtain 3 quotes (priced descriptions of the proposed supply) or if agreed by Council,

continuing with the existing contractor or preferred supplier. Where the value is below £1,500.00, the contract will be given at the discretion of the RFO/Clerk'

Cllrs reviewed the Standing Orders and made the following amendments:

- 3.n amend print colour to black
- 18.a.v amend to £25K
- 18c amend to 'estimated value in excess of £25K'
- 18d iii amend to 'the invitation to tender shall be advertised via the Crown Commercial Service, GOV.UK'
- 21 amend to read 'Relations with press/media and social media
- 21a amend to read 'Requests from the press or other media or social media'. Add
' , including social media (Appendix B)' to end of the paragraph.

Appendix B is the newly created social media policy which should be incorporated under this section of Standing Orders.

Cllrs also reviewed the Code of Conduct policy and no amendments were necessary.

It was proposed by the Chair and resolved that:

***Amendments discussed as above to the Financial Regulations
and Standing Orders be recommended to Full Council at the
Annual Meeting of the Council held in May***

9. MATTERS TO REPORT

The Clerk reported that VAT returns had been completed for Jul-Sept and Oct-Dec. We will receive a payment of £3,862.12 from HMRC.

11. DATE AND TIME OF NEXT MEETING

Date of the next meeting 28th May 2019, 7.30pm in Conference Room, Parish Centre

The meeting closed at 8.53pm

Chairman.....Date.....