



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Finance Committee Minutes

Date of Meeting	21 st February 2022
Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot RG31 7AW
Present	Cllrs. Bedwell, Littlewood, H. Mistry (Vice-Chairman) Oloko and Tull (Chairman) Also present: Pam Kirkpatrick (Clerk)
Circulation	All committee members

No.	Notes	Action
F08-21/22	Open forum for members of the public None.	
F09-21/22	Apologies for absence None. However, Members acknowledged that Cllr Oloko will be arriving late due to work commitments.	
F10-21/22	Declarations of Interest relevant to the Agenda None.	
F11-21/22	Minutes of the meeting held on Monday 18th October 2021 Included for information purposes only (previously approved in November 2021).	
F12-21/22	Accounts overview from 01/04/2021 to 31/01/2022 Members acknowledged the bank balances, earmarked and capital reserves included with the agenda. It was AGREED that the Council is in a stable financial position. Of particular note, were the good levels of Beansheaf Centre income to date despite the Covid-19 pandemic. Members wished to record their gratitude to the Administration Assistant for her work over the last few years during, what has been, a very difficult time nationally. The bank statements were made available for Councillor review.	

No.	Notes	Action
F13-21/22	<p>Appointment of Internal Auditor and Accountant</p> <p>Members APPROVED the appointment of:</p> <p>1) Claire Connell as the Internal Auditor for the financial year 2022-2023.</p> <p>1a) the scope of the Internal Audit as described:</p> <ul style="list-style-type: none"> - The internal audit will be carried out in accordance with the guidance provided in “Governance and Accountability for Local Council: A Practitioners’ Guide”; - An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council’s Risk Assessment; - The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurance to be given in the annual audit report can be made. <p>2) Alan Harland as the accountant for the financial year ending 2022. Members acknowledged that, after this year. Mr Harland is retiring and that the Clerk will complete the year end accounts in 2023 (this is to be kept under review on a year-on-year basis).</p> <p>** (enclosed for information) **</p>	
F14-21/22	<p>Insurance and Health and Safety</p> <p>Members APPROVED the following documentation:</p> <p>a) Annual Management Risk Assessment 2022/23 but acknowledged that the insurance figures had not yet been updated (the quotation had only arrived that day. However, members were provided with a copy of the 2022/23 insurance quotation for reference). In addition, it was requested that the document be renamed to ‘Annual Financial Management Risk Assessment...’.</p> <p>b) Assets Registers 2021/22. However, it was acknowledged that, depending on when the Memorial Bench for the late Cllr Argyle was purchased, this may need to be added.</p> <p>Members questioned whether the insurance covered vandalism and the contents of the container. Clerk to investigate. In addition, Members questioned whether the signage on the playground equipment was sufficient advising residents that it is owned and maintained by the Parish Council. Cllr Littlewood will provide some photographs.</p>	Clerk
F15-21/22	<p>Dave Prior Honorarium</p> <p>AGREED: £420. This reflects an increase in-line with inflation. Mr Prior’s work of locking and unlocking the Underwood Road playground gates is highly valued and appreciated by the Council.</p>	

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F16-21/22	<p>Review of existing contracts and payment methods</p> <p>a) Members approved the list of current contracts and contract prices. However, it was agreed that the Warden contract is in need of review.</p> <p>Additionally, Members AGREED that, as the last time green energy for the Centre was investigated was approximately 10-years ago, a new review be completed. It is, however, acknowledged that the Beansheaf Centre does have restraints such as breeze-block walls and floor to ceiling windows.</p> <p>Members asked that hirers using the Centre are reminded to switch off lights when they leave the building and that the Clerk investigate the possibility of time-out switches for the Linear Hall.</p> <p>b) Members AGREED that all persons contracted to the Council, which are currently paid by cheque, shall, from the 1st April 2022, be paid by faster payment. This is a more economical way of banking.</p> <p>20:05 ENTER CLLR OLOKO</p>	
F17-21/22	<p>Review of Hirer's Discount Eligibility Policy</p> <p>Members reviewed the information provided by the Clerk and AGREED that the policy be updated to reflect the advice given. It is noted that the advice of the Clerk has been supported by an independent Parish Council specialist solicitor. Therefore, the Discount Eligibility Policy will be updated to state that Faith Groups will be eligible for a discount if they are using the Centre for open-to-all charitable activities, for example, a community café or toddler group. However, no discount can be given if the Centre is to be used for activities that are primarily of a religious nature for example, prayer meetings or Sunday schools.</p>	
	<p>There being no other business, the meeting closed at 20:20</p>	

Signed: Dated:

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	22 nd February 2022