



# Holybrook Parish Council

*Serving the communities of Beansheaf Farm and Fords Farm*

## Finance Committee Meeting Minutes

<b>Date of Meeting</b>	Monday 27 <sup>th</sup> February 2023
<b>Location</b>	The Keep, Beansheaf Centre, Charrington Road, Calcot RG31 7AW at 19:30
<b>Present</b>	<b>Chairman:</b> Cllr Claire Tull <b>Vice-chairman:</b> Cllr Harish Mistry <b>Members:</b> Cllrs. Bedwell, Lenaghan and Littlewood. <b>Also present:</b> Pam Kirkpatrick (Clerk)
<b>Circulation</b>	All committee and council members.

No members of the public were present.

Committee Members had access to and reviewed the bank statements.

No.	Notes	Action
<b>F14-22/23</b>	<b>To receive apologies for absence</b> None.	
<b>F15-22/23</b>	<b>Declarations of Interest relevant to the Agenda</b> None.	
<b>F16-22/23</b>	<b>To approve the minutes of the Finance Committee meeting held on Monday 17<sup>th</sup> October 2022</b>  <b>APPROVED.</b> Proposed by Cllr Bedwell and seconded by Cllr Littlewood.	
<b>F17-22/23</b>	<b>Accounts overview from 01/04/2022 to 31/01/2023</b>  Members reviewed and acknowledged the information provided on:  a) Bank balances b) Earmarked funds (EMRs) c) Capital reserves  Members noted some overspends on the budget but acknowledged that these, predominately, had been approved by the Council or were relatively minor. The Council has purposefully reduced some of its reserves during the financial year and has budgeted 2023/24 to continue to reduce the general reserves during the next financial year.  The income for the Centre remains high and this will be beneficial going in to 2023/24 (particularly as the impact of nationally agreed staff pay rises could be significantly higher than budgeted for).  Members reaffirmed the previously agreed earmarked funds for the next financial year and acknowledged the current position of the capital reserves including CIL monies.	

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No.	Notes	Action
F17-22/23 cont.	<p><b>Accounts overview from 01/04/2022 to 31/01/2023 continued</b></p> <p>The 5-year capital projects list was review in conjunction with the EMRs and capital reserves. The proposed timelines were <b>AGREED</b> but it was further <b>AGREED</b> that an upgrade to the lights in The Keep be completed alongside the paint refresh in 2024/25 and the vertical blinds in the Linear Hall are to be replaced as soon as possible in 2023/24 with frosting/solar films. <b>To be ratified by full council.</b></p> <p>Members acknowledged that the EMR for Sharnwood Drive non-engineering may no longer be required but this will be re-assessed by the Committee as part of the budget setting process in October/November 2023.</p>	<p><b>Clerk</b></p> <p><b>Committee</b></p>
F18-22/23	<p><b>Appointment of Internal Auditor and Accountant:</b></p> <p>Members <b>APPROVED</b> the appointment of:</p> <p>1) Claire Connell as the Internal Auditor for the financial year 2023-2024.</p> <p>1a) Members approved the scope of the Internal Audit as described:</p> <ul style="list-style-type: none"> <li>- The internal audit will be carried out in accordance with the guidance provided in <b>***Governance and Accountability for Local Council: A Practitioners' Guide***</b>;</li> <li>- An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council's Risk Assessment;</li> <li>- 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.</li> </ul> <p>2) The Clerk, to complete the year end accounts for the year 2022/23.</p> <p><b>**(provided to councillors for information)**</b></p>	
F19-22/23	<p><b>Insurance and Health and Safety</b></p> <p>a) Members <b>APPROVED</b>:</p> <ul style="list-style-type: none"> <li>i. The Annual Management Risk Assessment for 2023/24 but <b>AGREED</b> that, additionally, a disaster recovery business plan/business continuity plan should be compiled and completed to support the Risk Assessment.</li> <li>ii. The insurance cover, bar the cover for the Civic Regalia which should be increased to reflect the recent valuation. Additionally, Clerk to check that intellectual property is covered by the insurance.</li> </ul> <p>(Members were provided with a copy of the Council's insurance documents).</p> <p>b) Members <b>AGREED</b> that items with a value of over £500 and/or with a replacement expectation of more than 2 years should be included on the Assets Register and, where appropriate, for example Centre chairs, items should be a grouped listing. All land/property assets to be listed.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

No.	Notes	Action
<b>F20-22/23</b>	<b>Honorarium – gate unlocking</b>  Members <b>AGREED</b> the sum of £520.00 for the financial year 2022/23.	
<b>F21-22/23</b>	<b>Review of existing contracts and payment methods</b>  a) Members <b>APPROVED</b> the list of current contracts, bar two (which require further review), and their associated prices and the methods of payment.	<b>Clerk</b>
<b>F22-22/23</b>	<b>Sharnwood Drive Footpath – Engineering works (cost approval)</b>  Members <b>APPROVED</b> the sum of £16,790.77 for engineering works to be completed to create a safe walk-through from Sharnwood Drive to the A4 Bath Road. This has been a ‘desire’ footpath since the creation of the Estate. Works are expected to commence in late March 2023.	
<b>F23-22/23</b>	<b>Hirer’s Deposit Policy</b>  <b>APPROVED</b> with an uplift to the suggested cost of hire of the projector and screen from £10.00 to £20.00, and the stage hire from £50.00 to £75.00. <b>For full council ratification.</b> Additionally, Members <b>AGREED</b> that hirers should be provided with specification/photos of where and how items should be stored.	<b>Clerk</b>
<b>F24-22/23</b>	<b>Review of Funding Strategy Statement (FSS) – Employer consultation (Berkshire Pension Fund)</b>  <b>AGREED.</b> No formal response.	
	<b>There being no other business, the meeting closed at 20:40</b>	

**Signed:** ..... (Finance Committee Chairman)      **Dated:** .....

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	28 <sup>th</sup> February 2023

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