



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Finance Committee Meeting

This meeting was open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Monday 26th February 2024

Location The Keep, Beansheaf Centre, Charrington Road, Calcot RG31 7AW at 19:30

Chairman: Cllr Claire Tull **Vice-chairman:** Cllr Harish Mistry

Present **Members:** Cllrs. Bedwell, Lenaghan and Littlewood.

Also present: Pam Kirkpatrick (Clerk)

Circulation All committee and council members.

Open forum for members of the public

None.

Finance Committee Meeting Minutes – Monday 26th February 2024

Announcement of Public Session

No.	Notes	Action
F29-23/24	To receive apologies for absence Cllr Sharma was not present.	
F30-23/24	Declarations of Interest relevant to the Agenda None.	
F31-23/24	To approve the minutes of the Finance Committee meeting held on Monday 16th October 2023 APPROVED. Proposed by Cllr Littlewood and seconded by Cllr Lenaghan.	
F32-23/24	Review of the current financial situation Members reviewed the following information which was enclosed with the agenda: Interim Financial Report from 01/04/2023 – 31/01/2024; Bank Balances/Earmarked Reserves (EMRs); EMR Breakdown as at 31/01/2024; Regular Hirer list and current charges.	

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<p>F32-23/24 continue</p>	<p>Review of the current financial situation continued</p> <p>Members acknowledged that the current financial situation is as expected at this time of year including some of the budget over and under spending for example the election was uncontested and, therefore, no expenditure had been incurred. However, Members stated that the 'water' budget was of concern and investigations are to be made to ensure there is not a leak.</p> <p>Members AGREED that the 'Members Expenses' budget is repaid £30.60 from the 'Events' EMR as the expense was incurred to collect litter picking equipment.</p> <p>Members AGREED with the remaining EMR for Beansheaf Centre Refurbishment, the Clerk to seek quotes for the upgrade of the lights in The Keep. Ideally, this work is to be completed before the year end.</p> <p>Members AGREED that the current hire rates for the Centre are fair and no increase will be implemented at this stage. The current pricing, whilst providing a steady income, more importantly, allows the community to access a good range of groups and classes.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>F33-23/24</p>	<p>Review of current projects/project updates</p> <p>The Clerk provided members with an update on current projects the Council is undertaking and advised of a couple of possible funding sources for future projects. A number of projects have now completed or are nearing completion for example the dropped kerb project and the wildflower planting.</p> <p>The updated project list was acknowledged and Members AGREED, due to the success of the wildflower planting, in October 2023, the session should be reproduced in October 2024 with some new sites added.</p> <p>With regards footpaths and access projects, Members felt that access to Linear Park from Mill Lane was too steep and DELEGATED: Cllr Littlewood to raise the concern with West Berkshire Council's Countryside Department at the next Neighbourhood Action Group to see if any rectification was possible.</p> <p>Members considered possible projects for funding and suggested at a new footpath from Pooh Bridge to the railway level crossing point would be good with, perhaps, a viewing platform.</p> <p>Members also AGREED that The Garage change of use could be a good project for funding.</p> <p>Members heeded informed from West Berkshire Council regards the bus sumps and AGREED at the present time ANPR cameras for these areas are not financially viable.</p>	<p>Cllr Littlewood</p>
<p>F34-23/24</p>	<p>Payment Sheet</p> <p>Members reviewed and APPROVED payment sheet 10-2023/24.</p>	
<p>F35-23/24</p>	<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 2024-2025.</p>	

<p>F35-23/24 continued</p>	<p>Appointment of Internal Auditor and Accountant continued</p> <p>1a) Members to approve 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) The Clerk to complete the year end accounts for the year 2023/24. The Clerk is to keep a record of additional working hours whilst completing the year end financials and report to full council.</p> <p>** (enclosed for information) **</p>	<p>Clerk</p>
<p>F36-23/24</p>	<p>Insurance and Health and Safety</p> <p>1) Members APPROVED the Risk and Assessment Management Report 2024/25 enclosed with the agenda.</p> <p>2) Members APPROVED the insurance cover for 2024/25 as provided by Zurich Municipal at a cost of £5,437.96.</p>	
<p>F37-23/24</p>	<p>Honorarium</p> <p>Members AGREED that Mr Prior will be awarded an honorarium of £550 for the unlocking and locking of the Underwood Road playground gates 365 days of the year. Members acknowledged that this is an invaluable service for the Council.</p>	<p>Clerk</p>
<p>F38-23/24</p>	<p>Review of existing contracts and payment methods</p> <p>Members reviewed and APPROVED the Suppliers List and Payment Information document enclosed with the agenda. Members acknowledged that, typically, suppliers are updated as needed such as the ceasing of the Warden service in January 2024 to ensure that the services employed by the Council are as transparent as possible and offer value for money.</p>	
<p>F39-23/24</p>	<p>Salt Bin Policy</p> <p>Members reviewed and APPROVED the draft Salt (grit) Bin Policy for full council approval.</p>	
	<p>There being no other business, the meeting closed at 21:02</p>	

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

<p>Minutes prepared by</p>	<p>Pam Kirkpatrick, Clerk</p>
<p>Minutes dated</p>	<p>27th February 2024</p>

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