

Staveley and Copgrove Parish Council

Website: <https://staveleyandcopgrovepc.org.uk>

Clerk: Liz Leatherbarrow

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Minutes of the Finance Sub Committee Meeting held on Thursday 12th August 2021 at 6pm in Staveley and Copgrove Village Hall

1. Reminder by the Chair of the Council's policy for the audio or visual recording of the meeting.

The Chair reinforced the policy.

2. To receive apologies and approve reasons for absence.

All members were present.

3. To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

None declared.

4. To confirm the minutes of the last meeting held as a true and correct record.

Proposed and accepted.

5. To receive an update on the financial accounts from April 2021 to date.

The Chair went through the financial report circulated. Costs and expenses were confirmed against the forecasts and the budget. Forthcoming transactions were authorised. There are no unexpected transactions. There was a discussion about the most accessible format to ensure for clarity when sharing financial reporting. The Chair and Committee agreed on the format to continue to use, which will be shared with the Full Parish Council Members; regard was given to public disclosure necessary.

ACTION: Chair to contact Neil Horton regarding his access to the PC closed element of the Website
ACTION: Chair to discuss with Neil Horton how the FSC can determine itself what information is to be made available in the public domain on the PC Website, eg Annual Accounts, but not invoices and cashbook entries.

6. To review the FSC action checklist (points from May to August)

Actions were confirmed against the checklist points numbered.

2.1- 2.2- Annual Return was completed and submitted.

2.3- the first Precept payment was received on 30.04.2021, as expected.

2.4- Insurance policy was renewed with a new provider which reduced costs, on 01.06.2021.

2.5- this was agreed previously and continues.

2.6- no invoice has yet been received. The expected payment of £3 was approved.

2.7- the reserves and investment strategy was reviewed and agreed. Interests rates are currently at such low levels that investment is not prudent.

2.8- Playground inspections have been taking place according to the rota agreed. (As also 4.2)

3.1- Public rights notices were posted accordingly.

4.3- Clerk salary paid 16.05.2021.

4.4- HMRC return made by TP Jones.

4.5- Grass cutting invoice has been received. Payment was authorised and clerk will process this.

5.1- Hall hire fees invoice has been received. Payment was authorised, the clerk will now process this.

7. To consider actions regards the Recreation Field- Sub Committee Meeting for Playground.

Inspections of the Recreation field indicated that mole activity is present once more. It was proposed the contractor previously used is recalled.

ACTION: The clerk to contact Mole Removal contractor again.

Three Companies have given quotes to carry out the Playground Inspections required. A contractor was selected.

ACTION: Clerk to contact this contractor for further more detailed information. When confirmation has been received regards insurances, monthly inspections may be resumed by a contractor.

A quote for reparations to the porous surface was authorised.

ACTION: Clerk to contact contractor to carry out repairs.

ACTION: Same contractor to also make good minor holes in the chicken wire fencing at the top end of the playground fence when the surfacing repairs are completed.

8. To ratify changes to reserve allocated for Insurance excess with respect to Insurance Schedule for 2021-2022

The new policy excess is now £1250. It was agreed to change the reserves from £1450 to £1250 in line with the new excess in the policy.

9. To notify the Clerk of any matters for inclusion on the agenda of the next meeting.

The Finance Sub Committee recommend to the Full PC that Finance Sub Committee meetings are not open to public as disclosure is available from the Parish Council.

10. To confirm the date of the next meeting: Wednesday 27th October at 7pm.

The meeting closed at 7.35pm.