

STOKE GABRIEL PARISH COUNCIL

Minutes from the Finance Committee Meeting held on 14th November 2022 at 7.00pm in the Village Hall, Stoke Gabriel

Present: Cllrs King (Chair), Collings, Blood, Clerk (Rob Barber)

In attendance: Cllr Tully

22/11/01f: Chair and Membership: The minutes of the last Parish Council Annual Meeting did not record the agreement on Members and Chair of this Committee as required by the Terms of Reference.

Following DALC advice an email survey of the Councillors was held which showed agreement and confidence that the Parish Council Annual Meeting had voted the membership of the Finance and General Purposes Committee as being the following:

Cllrs King, Collings, Blood and Patch.

The same email survey also confirmed that the Council had voted Cllr King as Chair of this Committee.

Whilst the above does not meet the Terms of Reference it does meet DALC guidance as a means of mitigating the omission in the minutes.

The Clerk informed the meeting that the terms of Reference stated that the Chair of the Full Parish Council should be a Member of the Finance and General Purposes Committee.

It was agreed that The Chair be included in the Membership of this Committee but that this would need to be agreed at the next Full Council Meeting. It would also need to be agreed at the same meeting that the maximum number of members of this Committee be increased to five Councillors.

Action: Clerk to put on the agenda for the next Full Council Meeting.

22/11/02f Election of Vice Chair of the Committee (First Meeting of the Committee following on from the Parish Council Annual Meeting)

It was agreed that Cllr Blood be the Vice Chair of this Committee

22/11/03f Apologies for absence

Cllrs Patch and Harris

22/11/4f Declaration of Interests / Dispensation requests

None

22/11/5f Public Participation

With specific reference to Hoyle Copse and the Orchard Mr Bolt detailed further spend anticipated this year.

Mr Bolt also detailed anticipated spend next year on Hoyle Copse, the Orchard, plus two footpaths. This would be a maximum of £4000 for tree felling in Hoyle Copse which may be reduced pending felling of small trees by the Hoyle Copse volunteers. There is also anticipated further spend of £3000 on various other projects Mr Bolt is overseeing on behalf of the Council.

Mr Bolt outlined the requirements for next year's budget for Hoyle Copse, the Orchard plus two footpaths. This was a request for a total of £12750 and will be reviewed as part of next year's budget review.

Details of the above are contained in an email previously circulated to all Councillors.

It was agreed that Cllr King and the Clerk would review spending Parish money on public footpaths.

It was noted that there is no Councillor nominated to overview footpaths.

22/11/6f Agree Schedule of Meetings for the remainder of the Council Year (to be published)

It was agreed that the Committee Meetings would be monthly with option to cancel if any particular meeting not required.

The December meeting will be on: December 12th, 2022

Subsequent Meeting will be on the Mondays preceding the Full Council Meetings ie

January 23rd, 2023

February 20th, 2023

March 20th, 2023

22/11/7f Minutes of Previous Meeting:

All agreed

22/11/8f Matters arising from the Committee Meeting of 10th January 2022

It was noted that the asset register would be reviewed in December by Cllr King and the Clerk

22/11/9f Date of next Quarterly Report and Bank Reconciliation to Parish Council

It was agreed that this will be reported in the month of December in line with the Financial Regulations.

22/11/10f Parish Council Financial Regulations amendment status

It was noted that these were last amended in 2019.

It was noted that there are no amendments currently planned.

22/11/11f Parish Council Risk Management status

(Please note this is treated as part of the Council's overall Risk Management)

It was agreed that this will be presented to the Council at the January Meeting by Cllr King

22/11/12f Review of funding of Parish Council long term plans and reserves required (3-year plan)

It was agreed that long term funding needs to be reviewed as a part of the precept process.

22/11/13f. Precept process:

1. Review of budget proposals from other Parish Committees:

Mr Bolt submitted the requirements for Hoyle Copse and The Orchard during the Public Participation section of the meeting.

There were no other submissions received.

2. It was noted that the draft budget and precept requirement allied to a three year plan which would need to be submitted to Council before end of December.

22/11/14f Date of annual account submission for external audit

ACTION: Clerk to confirm date with the Auditors PKF

22/11/15f Date of next quarterly internal audit

It was agreed that this will be carried out annually and that Terms of Reference for this Committee will be reviewed with the Full Council.

ACTION: Clerk to add this item to the agenda of the next Full Council Meeting.

22/11/16f Status of Parish Council asset register and inspection and date of next review/inspection

It was agreed that Cllr King and the Clerk would carry this out in December

22/11/17f Status of Financial Risk Register including date of annual review of the same

It was noted that this is the same register as discussed in item 22/11/11f and will be presented to Council in January by Cllr King

22/11/18f Insurance matters

1. **Wassail**

It was agreed that the requirement to insure for the Wassail sits with the committee organising this event not the Parish Council.

2. **Bird bath**

ACTION: Clerk to insure bird bath in line with invoices plus any removal costs required in the event of damage.

22/11/19f Status of VAT return

The Clerk reported that HMRC have a back log and will shortly pick up VAT 126 forms from around that date Stoke Gabriel submitted theirs. HMRC state that online claims are more robust than paper versions.

The Clerk has set up an online account for the Parish Council.

The Clerk will progress the claim again on 28th November.

22/11/20f Personnel Matters

It was agreed that this section of the Terms of Reference be transferred to the Staffing Committee and the Terms of Reference be reviewed by Full Council.

ACTION: Clerk to put this item on the agenda for the next full Council Meeting.

Date and Time of Next Meeting: December 12th 7pm

Meeting Closed at 19:51

Rob Barber, Locum Clerk to Stoke Gabriel Parish Council 8th November 2022

email clerk.sgpc@gmail.net

07774 869 041