

REDBOURN PARISH COUNCIL

Minutes of the Finance & Policy Committee held on Thursday 27th June 2017, 7:30pm,
Conference Room, Redbourn Parish Centre

The meeting was opened by Cllr Mitchell (outgoing Chair)

- **ELECTION OF OFFICERS**

- **Chair**

It was proposed, seconded and resolved that:

Cllr Kidd is elected as Chair of Finance and Policy Committee until the next Annual Meeting of the Parish Council.

- **Vice Chair**

It was proposed, seconded and resolved that:

Cllr Mitchell is elected as Vice Chair of Finance and Policy Committee until the next Annual Meeting of the Parish Council.

- **Terms of Reference**

It was proposed by the Chair and resolved that:

The Terms of Reference for the Finance and Policy Committee be adopted

PRESENT: Cllrs S Kidd (Chair), D Mitchell (Vice Chair), P Schofield, I Caldwell, M Maynard and A Gardner

IN ATTENDANCE: Nish Khanna (Clerk), 1 x resident (Village Hall grant) and 2 x guests (Kitchen Front grant)

1. APOLOGIES FOR ABSENCE

Cllrs V Mead (Cllr training)

2. DECLARATIONS OF INTEREST

Cllr V Mead – Redbourn in Bloom, Redbourn Youth Club, Redbourn Museum

Cllr I Caldwell – Redbourn Online

Cllr M Maynard – Redbourn Museum

Cllr P Schofield – Redbourn Bowls Club, Redbourn Youth Club and Redbourn in Bloom

Cllr S Kidd – Redbourn Village Hall

3. MINUTES OF THE PREVIOUS MEETING

The Clerk was asked to correct the name of the Vice Chair

ACTION: Cllr Kidd

It was proposed by the Chair and resolved that:

The minutes of the Finance Committee meeting held on 28th March 2017 are signed as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

None

5. MATTERS TO REPORT

5.1 None

6. PUBLIC PARTICIPATION

See below– Item 7.2

7. GRANT APPLICATIONS

7.1 To review RPC's grant application criteria

Cllr Mitchell reported that the grant applications received totaled a significantly higher amount than the remaining amount in the grant pot.

Cllr Mitchell proposed topping up the grant pot by £2,000 from reserves. This would be in line with Councillors previous discussions around using approximately 10% of the Precept for grants, which for 2017-18, would be approximately £22k.

Cllr Gardner proposed increasing the grant pot to a larger round number, based on the business rates refund received in 2016-17.

It was proposed, seconded and resolved that:

An additional £2,000 be added to the grant budget from reserves, taking the available amount to £3490. This means that approximately 10% of the 2017-18 Precept will have been allocated to grants.

Cllrs then discussed the grant application criteria and felt that the comment at 2a), '(but not staff costs)', should be removed

It was proposed, seconded and resolved that:

The grant application criteria be adopted, subject to the removal of '(but not staff costs)' at 2a)

7.2 Grant applications

Grant applications were received from the following:

- PCSO Peduto
- Kitchen Front
- Redbourn Village Hall
- Redbourn Players

Cllrs then discussed all the grant requests and allocated monies to each, in turn.

It was proposed, seconded and resolved to recommend to Full Council that:

The 'Onside' community development project, coordinated by PCSO Peduto, is awarded a grant of £250 towards running football training at Redbourn Leisure Centre under LGA 1972 s145

Kitchen Front Harpenden is awarded a grant of £820 towards the provision of cooking classes, predominantly for recently bereaved or retired men. This is provisional on the applicant obtaining the remaining £820 from another source(s), under LGA 1972 s145

Redbourn Village Hall is awarded a grant of £1945.76 towards new tables, table storage, a trolley and heating upgrades to improve efficiency under LGA 1972 s133

Cllrs thanked the Chair and Trustees of the Redbourn Village Hall Management Committee (RVHMC) and their staff for all their hard work in bringing the Village Hall into profit. Cllrs were pleased to see the RVHMC's approach of increasing bookings, reducing costs and applying for more grants was already showing benefits.

Redbourn Players are awarded a grant of £500 towards the replacement roof costs of 'The Studio' building on Lamb Lane under LGA 1972 s145 and s144

8. FINANCIAL POSITION

8.1 Current financial position against budget to date

The Clerk reported that there was not a budget to date report to receive as he had been concentrating on year end and the Internal Audit. The Clerk provided an Income and Expenditure report, populated with the base 2017-18 budget figures.

8.2 Investments

The Clerk summarised the Council's various investment accounts and provided Cllrs with supporting statements.

Cllr Gardner was concerned that, now we had reached the best practice figure of 6 months operating costs in the Council's reserves, it was not clear what the plan for the reserves was, if it continued to grow.

The Clerk was asked to add a review of the target reserves to the September meeting agenda.

ACTION: Clerk

8.3 CCLA - Churches, Charities and Local Authorities

Cllr Kidd talked Cllrs through the report from our Independent Financial Advisors (IFA's) reviewing the Council's proposed investment in the CCLA Local Authority Property Fund (LAPF). The IFA's assessment was that the LAPF meets the Council's need for an investment reasonably likely to protect the long-term value of reserve funds not required for current liabilities.

It was proposed, seconded and resolved that:

Redbourn Parish Council should invest £50k of its reserves in the CCLA Local Authority Property Fund (LAPF).

Cllr Kidd and the Clerk to arrange for £50k of the Council's reserves to be invested in the CCLA LAPF.

ACTION: Cllr Kidd / Clerk

It was proposed, seconded and resolved that:

The remaining approximate £76k of reserves normally re-invested in the HSBC Money Market, remain in the HSBC current account until this is reviewed at the September 2017 meeting.

The Clerk to add a review of how the remaining reserves normally put in the HSBC Money Market should be invested.

ACTION: Clerk

8.4 2016-17 Internal Audit

The Clerk presented Cllrs with the 2016-17 Internal Audit report and recommendations.

It was proposed by the Chair and resolved that:

The 2016-17 Internal Audit report and recommendations be received.

The Clerk to set up a meeting with Cllrs Kidd and Mitchell to go through the recommendations and come up with an action plan to address each one.

ACTION: Clerk

8.5 2016-17 Annual Return

The Clerk summarised the timetable for the 2016-17 Annual Return. The completed Annual Return will be presented for sign off for submission to the external auditor at July 2017 Full Council.

9. Policy

9.1 To review RPC's Press/Media Policy

Cllrs discussed this and recognized there was an inconsistency in the wording at 1(m) in this policy and the related section within the Council's Standing Orders.

The Clerk was asked to contact HAPTC to clarify the wording to be used, as the current wording suggested requests to record meetings could be denied, which was not the Cllrs understanding.

ACTION: Clerk

The Clerk was asked to ensure that the Policy and the relevant section in the Standing Orders were consistent.

ACTION: Clerk

It was proposed, seconded and resolved that:

The Press / Media Policy be adopted, subject to the above actions being clarified and incorporated where necessary.

10. MATTERS TO REPORT

None

11. DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for 26th September 2017.

The meeting closed at 9:41pm.

Chairman.....*Date*.....