

REDBOURN PARISH COUNCIL

**Minutes of the Finance & Policy Committee held on Thursday 5th JUNE 2018, 7:30pm,
Conference Room, Redbourn Parish Centre**

PRESENT: Cllrs S Kidd (Chair), D Mitchell (Vice Chair), V Mead, P Schofield and A Gardner

IN ATTENDANCE: Nish Khanna (Clerk) and 2 x Residents/Representatives (Item 7)

The meeting was opened by Cllr Kidd (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***

1. APOLOGIES FOR ABSENCE

Cllrs M Maynard (Health) and I Caldwell (Personal)

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 Recreation Centre and Playing Fields
Trust, Redbourn Youth Club and Redbourn in Bloom

Cllr S Kidd – Redbourn Village Hall and Redbourn Youth Club

3. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

***The minutes of the Finance and Policy Committee meeting held
on 27th March 2018 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

- Resignation of Clerk/RFO
- Write-off of old debts

6. PUBLIC PARTICIPATION

It was agreed that Item 7 Grant Applications would be brought forward.

7.1 Keech Hospice Care

A grant application was received from Keech Hospice Care for £500.00 to help continue delivering their 24-hour children's advice line which provides advice and support to families who have a child with a life-limiting or palliative diagnosis. The advice line currently provides support to 7 children in Redbourn and the grant request is a proportion of the overall £28,000 total cost of providing the advice line.

Cllr Mitchell was very supportive of the application, but reminded Cllrs that there was currently only £73.66 remaining in the 2018-19 grant pot.

It was proposed by the Chair and resolved to recommend to Full Council that:

Keech Hospice Care is awarded a grant of £500.00 towards the £28,000 cost of running their advice line providing support and advice to families with a life-limiting or palliative diagnosis under LGA 1972 s137. Cllrs acknowledged that this would take the 2018-19 grant pot over budget.

7.2 The Hub and Bike Loft - Fete du Velo

A grant application was received from the The Hub and Bike Loft for £2,500-£3,000 to help fund the 2018 Fete du Velo cycling event.

Cllrs heard that the 2017 event had made a loss of £600, but this was a significant improvement on previous years. The event income is derived from race entries, stall holders and local sponsorship.

It was proposed, but not seconded that:

The Hub and Bike Loft are awarded a grant of £1,250 to help run the 2018 Fete du Velo event under LGA 1972 s145.

It was proposed, but not seconded that:

The Hub and Bike Loft are awarded a grant of £1,500 to help run the 2018 Fete du Velo event under LGA 1972 s145.

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

The Hub and Bike Loft are awarded a grant of £2,000 to help run the 2018 Fete du Velo event under LGA 1972 s145. This was on the basis that any future profits would be used to build a contingency fund to enable the event to become self-sufficient in future years. Cllrs acknowledged that this would take the 2018-19 grant pot over budget.

7.3 Allotments

A grant application was received from Redbourn Allotments for £360.00 to cover water rate costs.

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

Redbourn Allotments is awarded a grant of £360.00 towards water rate costs under Smallholdings and Allotment Act 1908 s23. Cllrs acknowledged that this would take the 2018-19 grant pot over budget.

7. GRANT APPLICATIONS

7.1 Keech Hospice Care

See Item 6 above.

7.2 The Hub and Bike Loft - Fete du Velo

See Item 6 above.

7.3 Allotments

See Item 6 above.

8. FINANCIAL POSITION

8.1 Current financial position against budget to date

The Clerk reported that there were no accounts to present as he had been busy with year end close down, audits and GDPR.

8.2 Investments

The Clerk summarised the Council's various investment accounts with CCLA and HSBC and provided Cllrs with the latest bank statements/reports for each.

Statements and reports on the Council's following investments were discussed:

- CCLA Property Fund
- HSBC Money Market

It was proposed by the Chair and resolved that:

The latest investment statements/reports for the HSBC Money Market Money Market Account and the CCLA Property Fund account be received.

8.3 Reconciliation

The Clerk presented Cllrs with the reconciliation report for Cash Book 1 (Current Account) and corresponding bank statement for March 2018.

It was proposed by the Chair and resolved that:

The reconciliation report and supporting bank statement demonstrating reconciled accounts for March 2018 be received.

8.4 CCLA – Deposit Fund

Cllr Kidd said that as signatures were required to set this up, this be carried forward until a new Clerk/RFO is appointed.

ACTION: Cllr Kidd

8.5 Annual Governance and Accountability Return (AGAR) - 2017/18

8.5.1 Section 1 - Annual Governance Statement 2017/18

The Clerk presented Cllrs with the completed Section 1 – Annual Governance Statement 2017/18.

It was proposed by the Chair and resolved that:

The completed Section 1 - Annual Governance Statement 2017/18 be recommended to Full Council for approval to be submitted for external audit as part of the Annual Governance and Accountability Return 2017/18.

8.5.2 Section 2 - Accounting Statement 2017/18

The Clerk presented Cllrs with the RBS accounting system 'Section 1 – The Statement of Accounts' for the 2017/18 Annual Return (AGAR). These figures are generated as part of the RBS system end of year close down process and are then used to populate the AGAR.

It was proposed by the Chair and resolved that:

The RBS accounting system 'Section 1 – The Statement of Accounts' for the 2017/18 Annual Return be approved for signature by the Chair of the Council and RFO and the figures used to complete RPC's Section 2 - Accounting Statement 2017/18.

The Clerk then presented Cllrs with the completed 'Section 2 – Accounting Statement 2017/18', with figures derived from the RBS accounting system 'Section 1 – The Statement of Accounts' for the 2017/18 Annual Return (AGAR).

It was proposed by the Chair and resolved that:

The completed 'Section 2 - Accounting Statement 2017/18' be recommended to Full Council for approval to be submitted for external audit as part of the Annual Governance and Accountability Return 2017/18.

9. Policy

9.1 To review the effectiveness of overall internal audit arrangements

The Clerk reported that it was good practice for the Council to review the effectiveness of internal audit arrangements every 3 years. It cannot be delegated to an officer and so the Clerk suggested a Working Party be formed to carry out the review. Cllrs Kidd, Schofield and Gardner offered to be on the Working Party.

Cllr Kidd and the Clerk to meet and draw up a plan for the Working Party.

ACTION: Cllr Kidd / Clerk

10. MATTERS TO REPORT

10.1 Cllr Mitchell reported that he had reluctantly accepted the Clerk/RFO's resignation. He hoped to meet with Cllr O'Donovan (Vice Chair) to discuss the recruitment of a replacement. This would also be discussed at the Management and Communications Committee meeting scheduled for 12th June 2018.

10.2 The Clerk reported that outstanding receipts dating back to May 2015 had come to light. Some effort had been applied to recoup the amounts, but most were small amounts and not cost effective to chase further. The Clerk asked Cllrs to consider writing off the total of £529.00 on the basis that 1) it was unlikely that payments would now be received, 2) it was not cost effective and 3) better processes around outstanding debts meant that this should be rare in future.

Cllrs discussed this and felt that this was the best approach and would be supportive when this was brought to Full Council.

11. DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for 31st July 2018.

The meeting closed at 8:45pm.

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