

## MEETING OF THE FINANCE & GENERAL PURPOSE COMMITTEE

**Tuesday 7<sup>th</sup> September 2021 at 10:00am**  
**Parish Office, Old School Building, Main Street**

**Present:** Cllrs P Hyde (Chair) R Ringham (Vice Chair) Y Greenfield, L King and N Orders

**In attendance:** J Sherrin (Clerk)

### MINUTES

- 21/264**      **Apologies for absence** – Cllr J Johnson (Holiday)
- 21/265**      **Declaration of interests for items on the agenda** - None
- 21/266**      **Minutes of the previous meeting** – June 22<sup>nd</sup> 2021. Approved as a true record, subject to Cllr N Orders being added to list of attendees.
- 21/267**      **FCC Grant** – Following the need to provide further information regarding value for money and the procurement process, the Funding Agreement has now been released and signed, with the grant confirmed as £100,000. A deposit of £27,500 has been paid to secure the contract and order the equipment. The grant will be paid in 2 stages of £55,000 and £45,000, with the first payment being release on provision of proof that the equipment has been delivered.
- 21/268**      **Year End Process** – The external audit has been returned and reports that “no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have been met”. The Notice of Conclusion of Audit will be posted on the Website and Noticeboard.
- 21/269**      **Re-opening of Office to Public** – Office opening times to revert to pre-pandemic times and days. All visitors to be greeted and remain outside for any discussions to minimise risk to staff. To remain in place whilst concerns regarding increasing cases of Covid remain.
- 21/270**      **BJ Players Room Hire Rate** – Request for reduction of hire rate during pandemic considered. Agreed unanimously that whilst sympathetic to the loss of income suffered during the pandemic, the Parish Council has faced a similar predicament and losses of income, whilst continuing to invest in the village. On that basis it will not be reducing room hire rates.
- 21/271**      **IT and Website** – Noted that reserves had been set aside to upgrade the office computers and that recommendations had been received by the computer support for upgrades. Agreed to recommend to Full Council to approve. J Sherrin to request

Website update proposal from IT consultant. Cllr P Hyde to ask contact about modernising logo.

- 21/272**      **GAP Insurance** – Agreed unanimously not to take out GAP insurance as it was aimed more for vehicles bought via Hire Purchase.
- 21/273**      **Quarterly Accounts** – to 30<sup>th</sup> June 2021 received. Cllr P Hyde explained reserve allocation in detail and the issue of depreciation was discussed. Agreed to build on existing reserves when budgeting, to plan for future replacement of all major items of equipment. Use of contractors also discussed. To be referred to HR Panel.
- 21/274**      **Spending Priorities** – Reviewed. Severn Trent Water to be asked advice on what could be done to improve the headlands at the allotments.
- 21/275**      **Contractors / Social Value Obligations** – Hanson have re-tarmacked the majority of the cemetery paths, with some still needing to be completed. This has been chased. Demolition of Old Class Room in hand. Risk Assessment and Method Statement from Contractor required for GBC Building Control.
- 21/276**      **Risk Assessment & Management** – J Sherrin to update status columns and circulate to working group.
- 21/277**      **Information update** – No further updates
- 21/278**      **Date of next meeting** – Wednesday 3<sup>rd</sup> November at 9:30am

Meeting closed at 11:30am

Signed: \_\_\_\_\_  
Chair of Finance & General Purpose Committee

Date: \_\_\_\_\_