

**MINUTES OF THE LITTLETON & HARESTOCK
FINANCE and RESOURCES COMMITTEE MEETING
held on Monday 4th September 2019
at the Sports Pavilion, Littleton Recreation Ground.**

Present: Cllr P Cunningham (Chairman), Mr J Biddlecombe, Cllr K Learney, Mrs H Saunders and Mrs L Fielding (Clerk&RFO).

F19-013 **Apologies for Absence** Nil

F19-014 **Declarations of Interest** Nil.

F19-015 **Minutes of the meeting held 8th May 2019**

The minutes of the meeting on 8th May 2019 were presented and it was proposed by Mr J Biddlecombe and seconded by Mrs H Saunders that the minutes be accepted. **RESOLVED:** That the minutes of the meeting held on 8th May 2019 be approved.

Note: These minutes (4th September 2019) are draft until approved and signed at the next Finances and Resources meeting on the 20th November 2019.

F19-016 **Matters Arising:**

The clerk reported that the new proposals that the Parish Council were planning to put in place for payment authorisation had been well received by the internal auditor.

Mrs H Saunders raised the concern that the Health and Safety repairs to the Bradley Rd playground were taking a long time. It was discussed whether the delay was due to the contractors, or the requirement that expenditure over £1000 needs to be authorised at a full Parish Council meeting. On reflection it was felt that the issue was due to delays from the contractor as the original authorisation for the work to proceed was approved by the council in the June Parish Council meeting. However it was agreed that a proposal would be made to full council for a change to the Financial Regulations to allow the Parish Council Chairman to authorise work up to £3000 for emergencies or Health and Safety matters without recourse to a Parish Council meeting. It was also noted that the Parish Council may like to consider Fresh Air Fitness or the WCC contractors as an alternative option for playground work.

F19-017 **Employees**

The clerk reported that the Pensions Regulator requires that every three years all staff need to be re-enrolled on a company Pension scheme and a re-declaration needs to be submitted by 20th January. As the council is currently paying into a private pension scheme for the clerk it was agreed that a new Pension scheme would be set up to meet the requirements of the Pensions Regulator.

The clerk outlined her first day on the CiLCA course, and provided to the meeting a learning agreement that the trainer would like the Parish Council to approve. Specifically it asks the Parish Council to provide additional and remunerated time for the student to complete the portfolio of evidence required by the CiLCA qualification. The trainer proposes that the qualification will take a year and require an extra four hours per week, of which the Parish Council should pay for three hours. It was agreed to put this forward as a proposal at the full Parish Council meeting.

F19-018 **Legal Matters / Health and Safety**

- Working Alone

A number of electricians have been approached to quote for a panic button and they have all said it needs to be done by an alarm company. The current quote from Banham is too expensive particularly with respect to the monthly maintenance bill, and the clerk will further investigate other options.

F19-019 Investment Strategy

The updated investment strategy was reviewed, and it was proposed by Mrs H Saunders and seconded by Mr J Biddlecombe that the new strategy be approved, and all were in favour. The clerk also reported on a number of investment accounts and suggested that the Nationwide Business Account was considered as an extra investment account as it has instant access with a 0.6% interest rate, the full FSCS protection and withdrawals can go direct into an existing Parish Council Bank account. This aligns with the council strategy of prioritising security and liquidity. It was agreed to propose this new account at a full Parish Council meeting.

F19-020 Bank Reconciliation

The clerk provided the evidence to the meeting that Mrs J Burgess had reviewed the bank reconciliation documents for April, May, June and July, and cross checked them against the bank statements and payment sheet.

F19-021 Current Financial State

The Parish Clerk explained the current expenditure and receipts received. This was found to be satisfactory, with expenditure considerably under the budget; however large bills were expected in September including insurance, playground repairs and tree work. Mrs H Saunders also noted that expenditure for the new Weather Vane and maintenance work on the clock may be quite considerable.

F19-022 Any Other Business

Mrs H Saunders noted that the decision on the grant application for the Parcour area at Littleton playground was imminent, and she asked that the Parish Clerk check that the area proposed will not be a problem for the football club.

Cllr P Cunningham was concerned about the roof tiles on the roof of the Pavilion and requested that the clerk obtain a quote for repair and some advice on the general state of the roof.

F19-023 Date of next meeting

20 November 2019 in the Sports Pavilion at 9:30am