

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
held on Thursday 7th September 2023
at 9:30 am at the Sports Pavilion, Littleton Recreation Ground.**

Present: Cllr J Biddlecombe, Cllr T Jackson, Cllr P Cunningham, Cllr D Tozer.

In attendance: Mrs L Fielding.

Members of the public: None.

F23-001: Apologies for Absence.

Cllr J Musselwhite.

F23-002: Declarations of Interest.

None.

F23-003: Minutes of the meeting held on 29th March 2023.

The minutes of the meeting of 27th April 2023 were presented, and it was noted that the location was incorrectly recorded, and with that one correction it was **RESOLVED that the minutes of the meeting held on 27th April 2023 be approved.**

F23-004: Matters Arising.

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes.

F23-005: Public Participation.

None.

F23-006: Employee Matters.

None.

F23-007: Legal Matters / Health and Safety.

The Clerk presented a comparison chart from three insurance providers for the proposed Council Insurance Renewal, and the difference between the various insurance cover indemnities was discussed.

Action: The Clerk to contact insurers to get a better like for like comparison for the insurance renewal.

F23-008: Bank Reconciliation.

The Clerk presented the recent bank reconciliation documents and highlighted the signatures of the councillor that had cross-checked the reconciliation figures against the monthly cashbook and bank statements.

F23-009: Current Financial State.

- a. To review payments and receipts in comparison to the Council's annual budget
The Parish Clerk explained the current expenditure and receipts received. This was generally found to be satisfactory. It was noted that payments were down in comparison to previous years, however a number of big projects were due in the next few months.
- b. To note the annual Community Infrastructure Levy (CIL) return.
The annual Community Infrastructure Levy was noted.
The reserves position was reviewed and no issues were raised.
- c. To review the reserves position, and the correction for the CIL reserve.
The reserves position was reviewed, including the updated CIL reserve which had been corrected following the CIL Return.
A number of quotes had been received for work to improve the draining in the overflow car park and tarmac parts of the existing scalping driveway. If the council choose to accept one of them it would be possible to use £20,000 from the Car park reserve, £8,000 from the flood reserve and the rest could be taken from the

CIL reserves. It was **resolved to propose the lower priced quote at the Parish Council meeting on Monday 11th September 2023.**

It was noted that the company who moves the Speed Indicator Device has told the Clerk they will no longer be able to do the work from October.

Action: The Clerk to pursue quotes for moving the Speed Indicator Device.

F23-010: To review the progress regarding the revised Bank Account Signatories

It was noted that all the documentation had been sent off to the three Banks to update the signatories.

Lloyds bank had changed the signatories such that any of the new and existing signatories could apply for online banking which would enable them to make transactions independently.

Action: The Clerk to contact Lloyds Bank to ensure full access signatories are not able to make online transactions.

F23-011: Items for noting, AOB, or for inclusion on next month's agenda:

None

F23-012: Date of Next Meetings:

- Parish Council Meeting: 7:00 pm, 11th September 2023 at Henry Beaufort School.
- Finance & Resources Meeting: 9:30 am, 22nd November at the Sports Pavilion, Littleton Recreation Ground.

F23-013: Summary of Actions

Table 1: Open Action Points

ID	Owner	Action Points (Open)	Status
F23.01	Clerk	The Clerk to pursue quotes for moving the Speed Indicator Device.	New
F23.02	Clerk	The Clerk to contact Lloyds Bank to ensure full access signatories are not able to make online transactions.	New
F22.06	Clerk	The Clerk to arrange a date for her appraisal meeting. 7 Sep 23: Not done yet.	Open
F22.08	Clerk	The Clerk to contact the Charities Commission to investigate the closure of the Littleton Old Recreation Ground Charity. 7 Sep 23: In progress. The Charities Commission have provided documentation on the process to close the charity, and have stated that they do not hold copies of accounts as there are not required from organisations with less than £25,000 annual turnover.	Open
F21.05	Clerk	The Clerk to ask the Sports clubs to provide club-specific Health and Safety Policies. 4 Mar 22: Received documents from Croquet and Cricket. The Croquet policy as it does not cover accidents for volunteers working on the green etc. An email reminder was sent for the last Sports club committee meeting. 16 Nov 22: Draft policies for croquet and bowls club now available. Football club policy is left to do. 28 Mar 23: The football policy is still outstanding – a reminder has been sent. 28 Apr 23: To be discussed with the football club at a meeting covering pitch maintenance. 7 Sep 23: The football policy is still outstanding. This will be raised with the Sports Club Chairman at the next Parish Council meeting.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
F22.07	Clerk	The Clerk to add an agenda item to approve new signatories on the bank accounts at the Annual Parish Council Meeting. 7 Sep 23: Done.	Closed