

Minutes of the Finance Committee Meeting

held at Sundridge Village Hall on 10 May 2021, 7.00pm

Present: Councillors Allgood (Chair), Baker, Evans, Maybury (Chair) and Powell
In attendance: Amanda Barlow – Clerk and 0 members of the public
Apologies: Councill Banbrook

1. To receive apologies and reasons for absence.
Apologies were received and accepted from Cllr Banbrook.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
None.
3. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
Members resolved that Agenda Item 8.0 should be discussed in confidence.
4. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on 7 January 2021.
The minutes were approved and signed as a true and accurate record.
5. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
All matters were covered by the Agenda items.
6. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
None.
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 To review budget for 2020/21 and agree final 2020/21 budget and 2020/21 earmarked reserves movements for recommendation to Full Council
Members resolved to agree the 2020/21 budget and earmarked reserves and to submit them for approval to the Full Council. (Action: Clerk)
 - 7.2 To review the budget headings for 2021/22
Members agreed to increase some budget lines and adjust the income predictions. The budget will be for noting at the Full Council meeting.
 - 7.3 To review the Reserves Policy and allocation of earmarked reserves for 2021/22
Members made no amendments to the Reserves Policy. Members agreed that there would be 20% for general reserves and earmarked reserves for streetlighting had already been agreed. Members agreed that the Amenities Committee would look at specific projects for the remaining reserves.
 - 7.4 To discuss and agree next steps with regard to internet banking
Members agreed that the Clerk should start the process to open an HSBC internet bank account. Members agreed that Cllrs Maybury, Evans, Banbrook and Allgood should be the signatories. (Action: Clerk)
 - 7.5 To review and agree the Terms of Reference for the Finance and Personnel Committee
Members agreed to make some changes in the Terms of Reference and agreed a final draft for adoption by the Full Council.
 - 7.6 To review the policies related to the Finance and Personnel Committee
The Clerk advised that she will provide the Training and Development Policy for review and adoption by the Full Council.
 - 7.7 To review the Financial Regulations for recommendation to Full Council for adoption
Members agreed that the Committee would review Item 11 and make some amendments before submitted the Regulations for approval and adoption at the Full Council meeting.
 - 7.8 To discuss and agree, if appropriate, the purchase of an accounts package
Members agreed that the Clerk should get a quote for Scribe. (Action: Clerk)
8. Personnel Committee Items for discussion (Confidential)
Members resolved that there was no complaint to answer and the matter is now closed.
Members agreed to carry out a review the Clerk in June 2021. The performance management reviews would then be in April and October each year.
9. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.
10. Date of next meeting – to be confirmed.