

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at Normandy Cricket Club, Hunts Hill Road on **THURSDAY 9 SEPTEMBER 2021** at 7.30 pm.

**Committee Members present** Cllrs Tony Coomber, Paul Howarth, Ben Pryke and Pat Tugwell. Cllr Bob Hutton attended via remote access.

**Non-committee members present** Andy Beams (Locum Clerk)

**FG-11 APOLOGIES**

None.

**FG-12 DECLARATIONS OF INTEREST**

None.

**FG-13 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** The minutes of the Finance & Governance Committee meeting held on 15 July 2021 were adopted as a true record.

**FG-14 QUESTIONS FROM THE PUBLIC**

None.

**FG-15 FINANCE MATTERS**

Existing contracts: A register of contracts was ongoing as items were brought to the attention of the Locum Clerk. Investigations into the mobile phone contract revealed that the former Clerk had renegotiated the contract for a five-year term just prior to him leaving, and there were significant penalties involved in early termination. Once any new staff members have been appointed, the council will need to review how many of the phones are needed, and who will hold them.

Bank accounts, signatories, and payment methods: The Locum Clerk confirmed that he now had access to the account online and could check the balance and print of statements. He was also able to set up online payments, although currently there was no-one able to authorise them.

**RESOLVED:** That Cllrs Coomber, Doven and Hutton would arrange to set up online banking for the authorisation of payments. The Locum Clerk would confirm with Cllr Doven whether he is already able to access this facility.

Grants and donations process and policy: Discussions had revealed that the council had previously awarded money to local groups and determined the amounts when setting the budget each year. It was agreed that a new transparent process was needed for future awards.

**RESOLVED:** The Locum Clerk was asked to draw up a draft policy and process and circulate to committee Members, so a final version could be agreed at the next meeting.

Property investment fund: The Locum Clerk confirmed he had obtained information on the fund which is invested through the CCLA (Churches, Charities and Local Authorities) in the Local Authorities Property Fund. As of 30 June, the value of the fund is £65,092.21. Due to the nature of the investment, this value could increase or decrease in value.

Asset register: Cllr Hutton reported that he had made significant progress plotting the physical assets located around the parish via the Parish Online mapping system. He had also been able to remove some duplications he had discovered while reviewing the register.

Manor Fruit Farm recharges: The Locum Clerk explained that due to the lack of clear accounting records for the previous year, confirming exact expenditure on Manor Fruit Farm, and therefore determining an accurate split between tenants, would be extremely difficult. Members discussed various options to put to the tenants meeting

**RESOLVED:** Members agreed that in the circumstances, the fairest proposal was to suggest tenants are charged 50% of the previous year's agreed amounts.

Budget process 2022/23: The Locum Clerk reminded Members that the budget setting process for the financial year commencing on 1 April 2022 would begin shortly, with the need to finalise the budget and set the precept by the end of January 2022 at the latest. Cllr Coomber will ask all committee chairmen to review their expenditure (once updated on the RBS system) and make any requests for items for the budget prior to the next meeting of the F&G committee.

**FG-16**

**GOVERNANCE MATTERS**

Cllr Hutton reported that the updating of the website was ongoing, with older documents removed and replaced by updated versions. The administration assistant is working through the physical files and making good progress in restructuring the information into a more efficient system.

**FG-17**

**MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS**

None

There being no further business, the meeting ended at 9.22 pm.