

## **Finance Committee meeting**

### **Minutes of meeting held on Tuesday 29<sup>th</sup> March at 4pm**

### **In Millbrook Village Hall, attic room.**

**Attendees:** Cllr N Roberts (Chair of the Council), S Lewis, R Meeson and H Wood

**In attendance:** Mrs K Heald, Parish Clerk

**1. Elect a Chair for the meeting**

It was proposed by Cllr Roberts and seconded by Cllr Wood that Cllr Lewis is elected as Chair of the meeting. Passed unanimously. **Resolved.**

**2. Public forum**

No members of the public present.

**3. Apologies for absence**

Apologies received from Cllr Beadnall.

**4. Declaration of interests on any agenda item**

None

**5. Declaration of gifts**

None

**6. To consider requests for dispensation**

None received

**7. To review the Terms of Reference for the Finance Committee.**

The following changes were recommended:

- i) Insertion of 'delegated responsibilities' and alter numbering of headers.
- ii) Remove '*Membership shall comprise five members including the Chair and Vice Chair of the Council who are ex officio and have voting rights*' (as this is duplicated under the members heading.
- iii) Insert under delegated responsibilities '*two members of the Finance Committee, on a rotational basis, shall conduct a quarterly finance audit.*'
- iv) Members: Remove '*The committee shall elect a Chair for each meeting*' and insert '*The committee shall elect a Chair for the year in the first meeting after the Annual meeting of the Full Council.*'
- v) Meetings: Amend The committee shall '*meet quarterly*' to '*The committee shall meet three times a year with a fixed budget / precept meeting in November with the ability to call additional meetings if required*'.
- vi) Remove the 'complaints' header and remove 'to consider any complaints made under the Council's Grievance and Disciplinary procedures (as this is a Full Council matter).

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Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_

Subject to the above amendments it was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed to recommend the above changes to the Full Council. **Resolved.**

**8. Car park charges and use of web-based service for car park fees.**

The committee reviewed the Clerk's car park report.

**(i) West Street car park charges**

Following a review of local car park charges it was agreed to recommend to the full Council that a statutory consultation is completed with the Committee's recommendation of:

- a) Seasonal car park charging to match the current charging for Kingsand (Skinners) car park but with the 10p for one hour and 1 – 2 hours charging £1.10 remaining the same.
- b) The introduction of a weekly 'Visitor's car park permit' at £25.00 per week.

**(ii) FindParkPay web-based car park payment service**

The committee decided to defer making any recommendations pending a visit from the Company and confirmation on mobile coverage.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed to recommend the review of the car park charges as stated above. **Resolved.**

**9. To consider investing funds with CCLA.**

It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed unanimously that the committee recommends to the full Council the Council invests £50,000 with CCLA. **Resolved.**

**10. Review the Council's Asset Register.**

The committee reviewed the asset register. The Clerk noted the West Street car park machine, which will be due for replacement, is not on the asset register. It was suggested that as the machine is likely to need replacing soon, it should be listed on the register with a zero balance.

**11. Review the Council's earmarked reserves**

During the Finance Committee meeting held on 18th November 2022 it was agreed the Council's earmarked reserves would be reviewed in six months. There were no recommended changes put forward.

**12. Review the Clerk's draft Financial Risk Management Scheme**

It was agreed the Risk Management Scheme would be reviewed in three months and included on the agenda for a Finance Committee meeting in July 2022. Following three months employment of the Admin Support Officer, starting in April 2022, it is anticipated that some of the risk scores, such as the impact from loss of the clerk are likely to be reduced.

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The Clerk queried Cllr Meeson's position on the use of a designated Councillor email address. Cllr Meeson responded he does not want to use the official designated gov.uk email address and wants to continue using the email address he has been using, which is in the public domain. It was confirmed by Cllr Meeson that his email address can be circulated to all Councillors.

Following suggested minor modifications, to include a note that an Office Assistant will be starting in April 2022, spelling corrections and an amendment to regarding the use of Councillor email addresses, it was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors the committee recommends the Risk Management Scheme to the full council. **Resolved.**

The meeting closed at 17:10hrs

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Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_