

Modbury Parish Council Finance and HR Committee Meeting
Tuesday 27th July 2021, 6PM, Pavilion, Queen Elizabeth II Recreation Field
MINUTES (DRAFT)

Present Cllrs Rob West (RW) (Chair), John Harvey (JH), George Rosevear (GR), Pete Watts (PW)

2021.08FHR Apologies were received from Cllrs Coates, Keel and Keohane

Cllr Price was in attendance

2021.09FHR MPC's insurance to cover various community events

Proposed by GR, seconded by RW and all in favour MPC insurance would cover the following community events:

Modbury May Fair

Firework Club

Modbury Christmas Lights event

Clerk to contact these organisations providing the guidelines provided by BHIB and requesting minimum 3 month's notice of events, dates / times when people will be active and a brief description of activity. This will be agreed at a full council meeting.

It was agreed that the Litter Pickers could not be covered due to the restrictions of MPC insurance and that MPC had no insurable interest in The Barrow market which predominantly benefits individual traders.

2021.10FHR Changes required in the budget due to the extra costs to be incurred for:

a) Play parks (maintenance and landscaping) – agreed £2,000

b) Allotment banks maintenance – agreed £500

It was resolved that Back to Nature be employed to work on the banks as a matter of urgency (Quote = £387 + VAT)

c) Grass cutting of the Community Orchard - agreed 500

d) Expenditure resulting from the planned Communications Strategy – clerk to create a new accounting code and budget to be £1,250

2021.11FHR CCTV Cameras

It was agreed to purchase 3 additional CCTV cameras at approx. £350 each for Burns Lane, Brownston Street and Broad Street.

Clerk to complete the Policy for use of cameras

GR to write an article for Messenger

2021.12FHR The following payments were approved and receipts noted:

| | | Payments | Receipts |
|-----------|--|----------|----------|
| 13-Jul-21 | Website/ICT - new plan | 5.93 | |
| 13-Jul-21 | VAT | | 3,546.31 |
| 15-Jul-21 | MH Play Area - just giving | | 3,391.17 |
| 26-Jul-21 | EDF Energy-Parish Office | 8.00 | |
| 28-Jul-21 | Maintenance - KPT Timber - reimburse BC | 13.14 | |
| 28-Jul-21 | MH Play Area - signs | 226.20 | |
| 28-Jul-21 | Maintenance - bitumen emulsion | 22.20 | |
| 28-Jul-21 | P3 - Parish Paths (Ringfenced) - reimburse BW | 18.90 | |
| 28-Jul-21 | Clerk-Salary | 667.80 | |
| 28-Jul-21 | Clerk PAYE/NIC | 164.20 | |
| 28-Jul-21 | MH Play Area - Katie George | 44.94 | |
| 28-Jul-21 | MH Play Area - Little Coffee Box | 82.50 | |
| 28-Jul-21 | MH Play Area - coastal for fencing | 692.09 | |
| 28-Jul-21 | MH Play Area - hand sanitiser | 43.20 | |
| 28-Jul-21 | Millennium Meadow (Ringfenced) - RC for diesel | 9.53 | |
| 28-Jul-21 | Subscriptions - zoom reimburse SS | 11.99 | |

2021.13 FHR The current budget position was reviewed (See app. 1) and it was agreed most were on track. Clerk to transfer grant money for 20 is plenty into Misc budget which will reduce overspend and it was agreed to transfer £757 into the NP budget to cover anticipated expenses caused by the delay in the NP process.

2021.14FHR Procedures for purchase and approval of payment

The clerk explained that the current process needed tweaking to fully comply with the Financial Regulations:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over [£5,000];*
- *The finance and HR Committee for items over [£500] that are within the revenue budget for that class of expenditure or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].*

Such authority is to be evidenced by a minute or by an authorisation slip acknowledged through email by the Chair of Council and Chair of the Finance and HR Committee.

Before Councillors / volunteers / staff purchase any items for which they wish to receive re-imbusement they must complete the purchase request form and email to the Chair of Finance.

Chair of Finance Committee will forward the request to the Clerk to confirm approval and Clerk will inform requester that purchase is authorised.

Clerk to discuss VAT with GR

Meeting closed at 7pm