

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 19 OCTOBER 2020 AT 10.00AM VIA ZOOM

Present

Mr. Bob Milne (Chairman)
Mr. Paul Rowley
Mrs. Marilyn Rolfe
Mrs. Judith Hall – Clerk

1. Apologies for absence

Mr. John Hodges

2. To approve minutes of the meeting held on 13 July 2020

The minutes were **confirmed** as a true and accurate record and the minutes were then signed by the Chairman.

3. Matters arising from previous minutes not covered elsewhere on the agenda

- 3.1 It was reported to the meeting that the Clerk was waiting for a decision from the Trustees of Farnham Royal Village Hall regarding whether the defibrillator can be installed on one of the outside walls.
- 3.2 The Clerk was asked to speak to the donor who requested the flower bed along the strip of land next to Kingsway Green as the Parish Council wanted to ask him to donate towards the new flowerbed on Kingsway Green instead as it was felt that the ongoing maintenance cost of the requested bed meant that the project was not feasible.
- 3.3 It was agreed that Paul Rowley and the Clerk would meet to revise the values in the Asset Register particularly following the latest playground inspection report.

4. To review the quarterly management accounts to 30 September 2020

The Chairman asked those present whether they had had an opportunity to review the quarterly management accounts previously circulated. Those present confirmed they had.

- 4.1 Paul Rowley asked the Clerk to add a column to the spreadsheet showing the year to date budget. The Clerk agreed to do this.
- 4.2 Paul Rowley asked when the second precept payment was received. The Clerk advised that it was due in October and had been received.
- 4.3 The Chairman and Clerk explained the follow points:
- 4.3.1 The increase in the cost of the Arb work was based on the quote received from Able Tree Experts, the chosen contractor.
- 4.3.2 The revised figure for LAF Match Funding represented the actual cost of the 2019/20 project and the agreed cost of the 2020/21 project.
- 4.3.3 The revised figure for Grants represented the original budget of £500 together with the £1,500 grant awarded to The Farnhams Magazine.
- 4.3.4 The increased budget for Remembrance Day Posies/Flags is the spend to date plus the outstanding items such as the flag flying fee and wreaths and posies. The overspend is largely due to the cost of servicing and repairing the flagpoles.
- 4.3.4 The increased budget for Other Expenses (Sundry) is caused by the cost of the new noticeboards together with a £1,000 general provision.

5. To review the Internal Auditor's Report for 2019/20

Following a discussion about the internal audit process this year and the report prepared by the Auditor, the following recommendations were made:

- 5.1 The Clerk should update the Financial Regulations to ensure they include all of the new processes and procedures introduced and accurately reflect what the Parish Council is doing.
- 5.2 The Clerk should update the risk register and formulate a timetable for quarterly reviews.

6. Initial discussion regarding 2021/22 budget

It was agreed that a meeting should be held on 16 November 2020 to look at this item specifically.

7. Any other business

Roger Home joined the meeting to discuss potential projects for the next five years. It was agreed that a number of the projects are not the Parish Council's responsibility but Roger Home suggested that if the Parish Council doesn't do them, they won't get done. (Clerk's note: this will be discussed at the next finance committee meeting.) Roger Home advised that the Farnham Royal Parish Council precept is much lower than other Beeches Community Board parishes. The Chairman expressed his opinion that the Parish Council was in the middle group with four other parishes and that the next big project would be the playground and Guide Hut area and stated that the Parish Council should start saving when the project has been costed. Those present were reminded to consider the number of people who would benefit from the playground and Guide Hut project versus the number that would benefit from other projects such as crossings, footpath improvements, drainage, road resurfacing etc. It was felt that the Parish Council should hassle BC more about the standard and frequency of work carried out.

8. Date and time of next meeting:

The meeting closed at 11.20am. The next meeting is 16 November 2020 at 10.00am via Zoom

Signed as a true record of the meeting:-

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Chairman