

# WENDOVER PARISH COUNCIL

---

## Minutes of the Finance Committee Meeting

16<sup>th</sup> February 2021 at 7:30pm

Online Meeting via Zoom

---

**Present:** Councillors Bulpett, Worth, Clare, Green, Gregory.

**Clerk:** Amanda Massingham

**Members of Public:** 0

### 1. ELECTION OF CHAIRMAN

**F20.59** Councillor Bulpett confirmed her resignation as Chair, and it was ACCEPTED. Councillor Bulpett proposed Councillor Worth as the Chairman and this was seconded by the rest of the Committee. It was unanimously **RESOLVED** to elect Councillor Worth as Chairman of the Finance Committee until the end of the Council year.

### 2. APOLOGIES FOR ABSENCE

**F20.60** None.

### 3. DECLARATIONS OF INTEREST

**F20.61** None.

### 4. PUBLIC PARTICIPATION

**F20.62** None.

### 5. MINUTES

**F20.63** The minutes of the Finance Committee Meeting held on 17<sup>th</sup> November 2020 were AGREED as a true record and signed by the Chairman.

### 6. CORRESPONDENCE

**F20.64** None.

### 7. CLERKS REPORT

**F20.65** The Deputy Clerks report was NOTED. It was confirmed that WARA no longer require the minor grant agreed previously by the Committee as it had been settled for Buckinghamshire Council to complete the grass cutting. It was confirmed that the funds received from the Community Leaders Fund last year for the additional signage at PMG had yet to be spent. Councillor Clare reported that the project had not progressed. No further claims had been received against the Covid-19 Councillor Crisis Fund, to date just one claim for £35 had been made against the £800 received. The Deputy Clerk confirmed that enquires had been made on how to return the un-spent funds. COVID-19 related spends in relation to PPE are being charged against account 4707, with no concerns regarding funds available with just 56% of budget spent, despite the additional items not being budgeted.

## **8. GENERAL REPORTS**

### **a) To review the I&E report, EMRs and balance sheet for January 2021.**

**F20.66** The Deputy Clerk reviewed the reports with the Committee, and they were NOTED. Councillor Bulpett noted that virements would be discussed later as per item 8.f.

### **b) To review the over £500 report and VAT reclaim for October to December 2020.**

**F20.67** The Deputy Clerk reviewed the reports with the Committee, and they were NOTED.

### **c) To review the bank reconciliations and statements for October to December 2020.**

**F20.68** The Deputy Clerk confirmed that the end of month reconciliation reports had been distributed by e-mail to the full Council as previously agreed. No issues or questions had been raised.

### **d) To review the cash book reports for October to December 2020.**

**F20.69** The Deputy Clerk reviewed the reports with the Committee, and they were NOTED.

### **e) To receive an update on project costs up to December 2020.**

**F20.70** The project costs report for HS2 was NOTED.

## **9. OTHER MATTERS**

### **a) Flagstone Investments**

**To receive an update on the Flagstone Investments and consider any actions.**

**F20.71** The Deputy Clerk provided an update on the Flagstone account including the current portfolio summary which confirms where money has been invested. It was NOTED that the net interest rate was 0.01% due to the offset of the gross interest and management fee but acknowledged that the funds would have been unlikely to perform better elsewhere. Councillor Clare reported that she had spoken to Flagstone who confirmed they do not offer an alert system for when accounts meet our criteria.

### **b) Temporary Banking Arrangements**

**To consider any actions following the Clerks resignation.**

**F20.72** The Deputy Clerk reported the Clerk would need to be removed from the on-line Lloyds banking portal and that the debit card would need to be changed. It was **RESOLVED** for the Deputy Clerk to download the necessary forms from the Lloyds website for two signatories to sign to action the changes. It was also **RESOLVED** for the Deputy Clerk to be the debit card signatory due to her being the Responsible Finance Officer, rather than reverting back to the new Clerk once appointed.

### **c) End of Year and Audit**

**i) To note the conclusion of the 2019/20 Annual Return.**

**F20.73** The report and comments were NOTED.

**ii) To review the interim Internal Audit Report for 2020/21.**

**F20.74** The report which had no recommendations was NOTED.

**iii) To receive an update on the 2020/21 end of year process.**

**F20.75** The Deputy Clerk reported that the Rialtias Finance system would be closed down remotely for year end 2020/21 on 4<sup>th</sup> May 2021. Following this the internal auditor will compile the final audit.

**d) Assets**

**To review recent updates to the asset register and consider any actions.**

**F20.76** The Deputy Clerk provided a report confirming what assets have been disposed of and added to the asset list during 2020/21. Assets added included the recommendation from the internal auditor to add Parish owned streetlights at £6K each. It was reported that two streetlights/columns had been replaced recently at the cost of £3K each plus an emergency call out charge. It was **RESOLVED**, to amend the asset cost of each streetlight from £6K to £4K based on the current information plus inflation. Councillor Worth reported that the historic cost of £6K probably related to the old contractor who was very expensive.

**e) Core Documents**

**i) To review the Financial Regulations and recommend any changes to the full Council.**

**F20.77** The regulations were reviewed with no recommendations for change.

**ii) To review the Committee's Terms of Reference and recommend any changes to the full Council.**

**F20.78** Councillor Gregory recommended some changes to section five of the Terms of Reference. The Committee agreed that a **RECOMMENDATION** should be presented to full Council to amend the wording in relation to draft minutes being available and the time period when changes can be made to the draft minutes.

**f) 2020/21 Virements**

**To consider any virements for the 2020/21 budget.**

**F20.79** The Deputy Clerks report detailing variants to ten accounts was NOTED. It was **RESOLVED** to process two virements:

4305 Streetlight Maintenance vire £2k from the general reserve

4560 Bank Charges vire £150 from 4496 Professional services

**g) Grants Sub-Committee**

**To receive recommendations from the Grants Sub Committee regarding the award of grants in 2021/22.**

**F20.80** The minutes and a summary report detailing the Grants Sub-Committees recommendations were NOTED. It was **RESOLVED** to award the following:

Look for a Book - £1000.00

Wendover Cricket Club - £1700.00

Wendover Dementia Support - £3000.00

Wendover Memorial Hall - £4900.00

Climate Action Wendover -£568.45

Climate Action Wendover - £262.60

It was also **RESOLVED** to accept the recommendation to award the two Climate Action Wendover grants, from the 2020/21 budget as funds were still available. The Committee **AGREED** to accept the recommendation from the Committee not to award the third grant application from Climate Action

Wendover. Authority from the Council has not been granted to utilise the land at the old skate park site, if permission was granted there was a dedicated Ear Marked Reserve for Climate Action Wendover trees that could be used when the ordering/planting was required in August.

**10. ITEMS FOR NEXT AGENDA**

**F20.81** None

**11. DATE OF NEXT MEETING**

**F20.82** The Deputy Clerk confirmed that the next meeting was scheduled to take place on 18<sup>th</sup> May 2021 but may change due to it being an election year.

**12. CLOSURE OF MEETING**

**F20.83** As all business was transacted the meeting was closed at 8:45pm.

*Stephen Worth*

Signed by  
Chairman to the Finance Committee

Date: 25<sup>th</sup> May 2021