

Minutes
Sulhamstead Parish Council
Finance Committee Meeting
held on Tuesday 26th January 2021 at 6.30pm
Via Zoom

Present: Parish Councillors: Mrs Margaret Baxter, Mr Ivan Wise, Ms Teresa Sosna and Mrs Liz Penston

In attendance: Mrs Elle Gibbons – Clerk

a) Apologies

There were none.

b) Declarations of Interest by Councillors

There were none.

c) Approval of Minutes: 20th January, 2020

Minutes from the meeting of 20th January, 2020 were signed and approved as a true record.

d) Matters Arising from Minutes: 20th January, 2020

There were none.

e) Review of 2020/21 budget

I. Audit Fees

Overspend due to increase in audit fees.

II. Bank Charges

A column for Bank Charges had been added, but no budget was set. This would be amended for the next financial year.

III. Clerk's Salary

The Clerk's Salary had an underspend as there had been no Clerk for 4 months of the financial year.

IV. Defibrillator

This column was added to show funds received and used to purchase a Defibrillator. This column will be removed for the next financial year.

V. Donations

It was agreed that the subject of donations would be raised as AOB at the next SPC meeting on 28th January 2021.

VI. Grass Cutting

No invoices had been received for Grass Cutting at present. Councillor Wise would request up to date invoices from HGS Sheffield to be submitted immediately. **Action: Councillor Wise**

VII. Hall Hire

No invoices received from Sulhamstead Village Hall due to virtual meetings during Covid-19.

VIII. HMRC

There was no budget for HMRC as the payment came directly from the Clerk's Salary, however a column had been included as a payment reference. It was agreed this column would be removed from the budget and shown in 'Payments Cashbook'.

IX. IT Security and Maintenance

Significant underspend in IT security and maintenance, however these funds would be kept as a contingency for any IT issues.

X. Litter Picking

Litter Picking had an underspend as there was an unfilled vacancy for 1 Litter Picker. This vacancy would be advertised imminently.

XI. St Michaels Graveyard

Overspend in St Michael's Graveyard as the Parish Council had agreed to fund work to clear/restore the grounds. This would be budgeted for in the next financial year.

XII. Street Lighting

Backdated invoices received and to be paid.

Action: Clerk

f) Preparation of 2021/22 budget

The Budget for 2021/22 was reviewed and agreed. Spreadsheet to be updated and to include an additional expenditure for the following items: Audit Fees, Bank Charges, Donations, Insurance, Litter Picking, Litter Picking Insurance, Noticeboards and SLCC/BALC. **Action: Clerk**

g) Precept application due 31st January 2021

£19,000 precept request proposed and to be put to the Parish Council for approval on Thursday 28th January 2021.

h) Any Other Business

None

Date of next Finance Meeting: TBA