



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK.

The Minutes of the Finance Sub-Committee Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 17th February 2020 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Elaine Field (Chair), Roger Hubbocks, Angela Okey, Kate Easton and Tina Woods.

In Attendance: 0 members of the public.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

- 1 Apologies for absence and acceptance of apologies**
All present.
- 2 Declarations of Interest and Dispensations**
None
- 3 Minutes of the Finance Sub-Committee Meeting held on 27th January 2020 to be approved and signed.**
It was RESOLVED that the Minutes of the JPC Finance Sub-Committee meeting held on 27th January, were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Elaine Field, seconded by Cllr Roger Hubbocks, motions carried unanimously by all those present at the meeting.
- 4 Update on the progress if the BUDGET for 2020-2021**
The Chair reported that it would make sense to base this year's budget on the last in terms of categories etc, she went on to suggest there was a need for an informal discussion to take place in order to set down needs and would convene a meeting to action this. The Clerk said he would contact EDGE the accountancy software people and ask that they copy categories from previous budget templates.
- 5 Discuss request for a pre-payment to WCC for initial works on Station Road**
In view of the fact that this was an item on the Ordinary Meeting agenda, the issue was deferred and would be picked up in the later in the ordinary meeting.
- 6 To discuss and update rental arrangements between the JPC and the Heritage Centre**
The Clerk gave a brief history of the casual arrangements that had been in force for some time, particularly in the use of the building on Mondays for JPC meetings. That the rent was £100.00 per month and that the arrangement stood in arrears back to January 2019. The Chair said that she would take remedial action.
- 7 To discuss and sanction payment to purchase a grit bin for use at School Road**
The Clerk was reminded that the purchase of TWO of the said bins for the Croft Car Park, was agreed on some time ago and that it made sense to proceed with this purchase and add a further bin for the above. The Clerk said he would action this immediately.
- 8 To discuss and if appropriate, approve expenditure to cover Acting Clerk's expenses for January 2020.**
Cllr Hubbocks said that the *Acting Clerk* was asked to record expenses for this purpose, the assembled agreed that the payment of the expenses was appropriate and in line with JPC protocol.
It was RESOLVED that the Acting Clerk's expenses are paid. This motion was proposed by Cllr Elaine Field, seconded by Cllr Angela Okey, motions carried unanimously by all those present at the meeting.

9. To discuss receipt of a quote from T Mousley dated 2nd January 2020
No plans were in hand to change policy on using T Mousley and that any outstanding works should be conducted as per usual. It was noted that in future, THREE sample tenders would be sought for works on three to four occasions per annum so that there would be a degree of regulation in subcontracting such work. Settlement of T Mousley invoice, noted under Item 11 of the agenda would be made immediately.

10. To discuss and if appropriate, agree on the Clerk's Allowance
The Clerk reported that research into this subject had been carried out by the Internal Auditor and Further confirmation sought from the Arnold-Parker reference book. The Clerk suggested a sum of £100.00 per month until such time as an office was established or at time when he was to be paid a salary. The Chair suggested a three-monthly review of this so that both sides could reconcile any changes, all agreed on this trial procedure before final ratification by full JPC.

11. To note the Schedule of Payments and Bank Balance and to approve any further invoices
(Previously circulated)
Only one invoice, T Mousley for £348.00.

It was RESOLVED that payment of the T Mousley account be paid immediately. This motion was proposed by Cllr Elaine Field, seconded by Cllr Val Hubbocks. The motion carried unanimously by all those present at the meeting.

12. Items for private session
There were no items for private session.

The meeting closed at 6.40 pm.

Date of next meeting Monday 16th March at 6.00pm, at the Memorial Hall, Station Road

Signed

Dated