

# BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



## MINUTES

A Finance Sub-Committee Meeting of Beaudesert & Henley in Arden JPC was held as follows:-

13th May 2020	<b>ONLINE MEETING</b>	6.00PM
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SIGNED

Ray Evans

Parish Clerk

08.05.20

**PLEASE NOTE THAT THIS AND ANY OTHER PUBLIC MEETING HELD BY THE JPC ARE SUBJECT TO CURRENT PROTOCOLS WHICH CAN BE VIEWED ON [www.henley-in-arden-pc.gov.uk](http://www.henley-in-arden-pc.gov.uk)**

### Public Participation Session

*Due to the ongoing restrictions imposed by HM Government, the public cannot join in this meeting  
Minutes of the meeting will be published as usual for the residents to inspect.*

#### Present:

Cllrs E Field, A Okey, R Hubbocks, V Hubbocks, K Easton, J Kingsnorth & Clerk

#### ITEM

**1 Apologies for absence**

*None.*

**2 Declarations of Interest & Dispensations**

*None*

**3 Minutes of Financial Sub-Committee Meeting, 16th March, to be approved as a true record and duly signed.**

*Signed and delivered to Clerk's Offices*

**4 Newspaper and Prescription deliveries.**

**4.1 Financial Report [Previously circulated] [CLK}**

**NEWSPAPER DELIVERIES**

*Clerk had previously circulated a Finance Report which recorded both residents spending [consolidated into one entry] and payments to the Coop. At this point there was a shortfall of approximately £300.00 which will need to be reconciled when cash collections are known. The sub-committee agreed that the campaign continues to be valued by residents.*

**4.2 GDPR Regulatory Approach [EF}**

*Cllr Field confirmed that records of residents requesting prescription deliveries were not electronically recorded and were as a response to calls and would not be stored or shared. Further, that because Cllr Field had been approached it must be assumed that permissions had been granted. Requests for newspapers are regarded as being resident approved also,*

permission to hold information until such time as the campaign came to an end. Cllr Field said that WCC would review all local efforts of this nature in the longer term but could see no objection in what Henley had been providing from the GDPR standpoint.

The Clerk requested that work being conducted by the JPC and their volunteers was approved by the SC, this was proposed by Cllr R Hubbocks, seconded by Cllr Kingsnorth and carried unanimously.

#### **5 Clerk's Expenses Review [EF]**

Three months after granting this allowance, Cllr Field stated that she thought it was working very well, and asked that a further three months be sought before the next review. Cllr Field requested that this motion be carried forward to the Ordinary Meeting on the 18th for full Council approval.

#### **6 Mini Grants**

##### **Record and ratify email vote Friends of Henley Rail Station Mini Grant [AO&CD]**

Application by Friends of Henley Station, a pot of money, £500.00, to cover running costs.

Cllr Field had no objection to this request and felt that it had generated a good feeling in town. That the JPC should be seen to be supporting it. Cllr R Hubbocks suggested that the grant money should be ring-fenced in reserve until such time as it has been exhausted.

The Clerk requested that the SC move that this grant was approved, this was proposed by Cllr Field and seconded by Cllr Easton, and carried unanimously. The Clerk requested a copy of the grant application. **Cllr Okey did not take part.**

#### **7 To note the schedule of recent payments and Bank Balances and to approve any further invoices listed on the Finance Report [Previously Circulated] [EF]**

Finance report, Cllr Field commented on the shortfall but reminded all that the JPC had accepted that they would cover any liability. Clerk confirmed that the accounts would be reconciled.

Cllr Field then referred to the invoices pending and said she had no objections with any of them, Clerk pointed out that there was a large amount invoiced by Jon Vale, and reminded the SC the internal auditor had cautioned that this and other large expenditure be subject to quarterly or half-yearly review. Cllr Okey reported she was unable to understand Jon Vale's rates. Cllr Field stated that the contract should be reviewed and alternative quotes sought.

The Clerk agreed to investigate the original contract and forward it to all for consideration at the next Financial meeting. **The Clerk said he would begin the process for a review.**

Cllr Easton asked if the invoice for VE medals was acceptable, the Clerk agreed it was.

Cllr Field reported that litter was out of control in Henley and that the JPC should have a plan since Jon Vale had stopped this work and Biffa appeared to be lacking. Cllr Kingsnorth asked if PayBack might help, the Clerk said he would contact them to ascertain when they are due to return. It was noted that Cllr Bainbridge was picking litter and Cllr Okey also volunteered until such time as the litter picking was resolved.

#### **8 Update on EDGE IT software adoption [CLK]**

The Clerk updated the SC on his training with Edge IT, which had been made complicated by the fact that previous accounting software [QuickBooks] was unreliable and was showing spurious reporting. He confirmed that the transfer of data would have to be done manually,

*a huge task, and that he had requested help from the Edge team who would carry out the work at a rate of £70.00 per hour, timespan 2 -3 hours. The Clerk said that the JPC claim for VAT was incorrect and would need to be adjusted with HMRC. All agreed this work to be approved. proposed by Cllr Okey, seconded by Cllr Easton, carried unanimously.  
Cllr Okey asked if HTDL charges were in the original contract, the Clerk confirmed they were that maintenance and support fees were agreed with the previous JPC.  
It was recorded that the website be reviewed by the Comms SC as soon as a meeting could be arranged with HTDL.*

**9 Record and ratify email vote on Spend for Cotswold Seeds [JJ]**

*This was recorded on the Financial Statement and ratified under Item 7 above.*

**10 Emergency spending [CLK]**

*The Clerk reminded all that during the emergency period, all requests for urgent spending would be fast tracked using his Delegated Powers. Supported where necessary by email voting.*

**11 Henley Focus**

**To approve taking a FOUR PAGE insert every month in this publication at a monthly cost of £200.00 [CLK]**

*This was recorded on the Financial Statement and ratified under Item 7 above.*

*This was approved by the SC, proposed by Cllr Kingsnorth, seconded by Cllr Easton and carried unanimously.*

*Cllr Field said that her meeting with WCC had reiterated the need for paper communication for those who do not use the internet.*

**12 JPC Inspired business rates relief funding for MemHall & HWMT Sports Ground [AO]**

*Cllr Okey informed the SC that her efforts to provide advice and guidance on business rates relief had been successfully adopted by the HWMT, Guildhall & the Hub, each receiving up to £10,000.00. She had also approached the Heritage Centre and is awaiting a response.*

**13 Welcome Cllr Jacqueline Kingsnorth to the Sub-Committee**

*Cllr Field requested that this item be moved up the agenda where a welcome was given to Cllr Kingsnorth, all wished her luck in her role.*

**14 Items for Private Session**

*None.*

**IMPORTANT NOTE FOR ARCHIVE:**

**This meeting was conducted under untried online conference technology and all agreed that this method may be used again.**

Date of next meeting TBA

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01564 637 607

or email clerk@henley-in-arden-pc.gov.uk

Signed ..... Date.....