

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

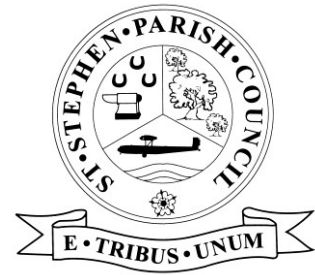
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Present: Councillors Wendy Berriman Dorothy Kerry Martin Doyle
David Parry Bill Pryce Eileen Whitaker
Also present: Sue Hake, Clerk, Isabel Crozier, Assistant Clerk

Minutes of Finance Committee Meeting held on **Tuesday 8 September 2020** at 7.30pm Via Zoom remote meeting

2021/FC/016 To receive and accept apologies for absence
None received

2021/FC/017 To receive declarations of interest and dispensations
a) To receive declarations of interest from Councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests
c) To grant any requests for dispensation as appropriate
None Received

2021/FC/018 To confirm the minutes of the meeting held on 7 July 2020
Resolved: Cllr Pryce proposed confirmation of the minutes for the Finance Meeting held on 7 July 20, Seconded Cllr. Parry
Votes in favour: Unanimous Motion Carried

2021/FC/019 Public Participation – to receive petitions, comments and questions
To welcome public participation in accordance with the Public Speaking Policy
No members of the public attended

2021/FC/020 To Approve new requests for expenditure
a) To consider options for receiving card payment
The table of comparison was considered
Resolved: Cllr Kerry proposed the purchase of the Square card reader, Seconded Cllr Pryce
Votes in favour: Unanimous Motion Carried

2021/FC/021 To consider grant & discount/payment plan requests
a) Nursery
No formal request or supporting information received

2021/FC/022 Financial Reports
Reports considered and noted included Budget to Actuals and Bank Summary report. Also, the post September Income projection supplied by the Centres Manager. Further possible expenditure savings were discussed as part of the revised budget forecast to include some Salary costs, Parish Entertainment for events and it is hoped the budgeted amount for an election costs will not be required
Cllr Kerry requested thanks are given to the Centre Manager for the work at providing the projected income information and establishing some new hirers in the current situation

2021/FC/023 To receive an update on management actions following the internal audit
The Clerk went through to confirm actions relating to each of the recommendations for the internal audit report.

2021/FC/024 Update on moving to electronic banking with Unity Trust
The Clerk explained letters will be issued to each of the suppliers receiving cheque payments this month to request they are banked expediently as Unity Trust have stated there will only be a 7 day window for all cheques to have been cashed from the point of

opening the account but all direct debits will be transferred automatically and the account closed.

Cllr Pryce queried the continued number of accounts. The Clerk confirmed the number of accounts will be reduced and streamlined on the creation of the new bank account and use of electronic banking.

Resolved: Cllr Pryce proposed the terms and conditions are amended to state the Parish Council are implementing a new process and policy to stop accepting Cheque or Cash payments. Seconded Cllr Whitaker

Votes in favour: Unanimous

Motion Carried

2021/FC/025 Lease reviews/renewals

-Tennis Club

Resolved: Cllr Parry proposed a letter of agreement be issued for the installation and future maintenance of the new locking gate on the public court, seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

Resolved: Cllr Parry proposed looking into the installation of improved heating controls for the Community Centre and Pavilion to remotely monitor and manage temperatures to facilitate energy savings and improve sustainability. Seconded Cllr Kerry

Votes in favour: Unanimous

Motion Carried

Resolved: Cllr Parry proposed to investigate costs associated with the installation of LED floodlights on the tennis courts and in the car park, and seek grant funding Seconded Cllr Doyle

Votes in favour: Unanimous

Motion Carried

Action: Cllr Parry to work with the Clerk and Assistant Clerk to progress

-PS Social Club

Resolved: Cllr Kerry proposed this is kept on hold whilst the negotiation of the asset transfer continues, Seconded Cllr Parry

Votes in favour: Unanimous

Motion Carried

-Horticultural

Resolved: Cllr Pryce proposed this is also put on hold at present, Seconded Cllr Doyle.

Votes in favour: Unanimous

Motion Carried

-BPA

The Clerk explained a revised lease has been in process for several years but a mistake appeared to have been made in the draft as the original lease to the previous owner was stated to be 999 years and the most recent supplementary draft appeared to refer 99 years.

The document appears to have stalled and is still with the District Solicitor.

It is believed BPA have offered to cover the legal costs for the completion of the documentation.

Resolved: Cllr Kerry proposed we approach BPA to assist with legal fees for an alternative solicitor to complete the documentation (NB Debenham & Ottoway have previously been used) Seconded Cllr Doyle.

Votes in favour: Unanimous

Motion Carried

2021/FC/026 Review Grants and Discounts Policy, Consider and Agree Grant budget for 2021/22

Resolved: Cllr Kerry proposed agreement to the Discounts Policy subject to the agreed amendments, Seconded Cllr Parry

Votes in favour: Unanimous

Motion Carried

Resolved: Cllr Kerry proposed agreement for the grant amount to remain the same for 2021-22, seconded Cllr Pryce

Votes in favour: Unanimous

Motion Carried

2021/FC/027 Ice cream- consider offering a longer concession-renewal due April 21

Resolved: Cllr Pryce proposed the concession continue to be renewed annually from April 21, seconded Cllr Parry

Votes in favour: 5 Against 1

Motion Carried

2021/FC/028 To note NJC salary increase of 2.75% to be backdated to April 1 2020

Noted

2021/FC/029 S106 Priorities

It was agreed the S106 priorities need to be shared with the District Councillors to be agreed.

Action: Assistant Clerk to look into doing a presentation to the District Councillors

2021/FC/030 Framework for Business Plan

Cllr Parry confirmed he is working on proposing a revised committee structure to support what the Parish Council want to achieve. The Business Plan will link to maintaining and managing buildings, land, assets, and staff. Cllr Parry also suggested looking at specific groups & environmental functions and allocating representatives, as well as aiming to improve resident wellbeing and carry out statutory functions. Cllr Parry will initiate a meeting of the working party to progress with deciding future projects and objectives.

Cllr Kerry raised concern the meeting schedule has not been set. This will be on the agenda for the next Full Council meeting.

Meeting Closed at 10.05pm