

# WENDOVER PARISH COUNCIL

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## Minutes of the Finance Committee Meeting 18<sup>th</sup> August 2020 at 7:30pm Online Meeting via Zoom

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

**Clerk:** Amanda Massingham

**Members of Public:** 0

### 1. APOLOGIES FOR ABSENCE

**F20.20** Apologies were made by Cllr Walsh and they were accepted.

### 2. DECLARATIONS OF INTEREST

**F20.21** None

### 3. PUBLIC PARTICIPATION

**F20.22** None.

### 4. MINUTES

**F20.23** The minutes of the Finance Committee Meeting held on 2<sup>nd</sup> July 2020 were AGREED as a true record and signed by the Chairman.

### 5. CORRESPONDENCE

**F20.24** None.

### 6. CLERKS REPORT

**F20.25** The Deputy Clerks report was NOTED. 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. Cllr Clare reported that Buckinghamshire Council were not conducting site visits during the lockdown period, but following a recent Zoom Conference call meeting it was confirmed that a site visit is pending to decide what signage is required. The Deputy Clerk also reported that £800 had been received from BC for the COVID-9 Councillor Crises Fund to assist with expense claims from the GNS volunteers, to date only one claim had been received for £35. All claims will be ringfenced under code 4707. An overview of COVID-19 related spends was shared with the Committee, to date £730 has been spent on items for the markets and Clock Tower such as signage and sanitiser.

### 7. GENERAL REPORTS

#### a) To review the I&E report, EMRs and balance sheet for July 2020.

**F20.26** The Deputy Clerk reviewed the reports with the Committee, and they were NOTED. Cllr Bulpett noted that income YTD was down mainly owing to the market incomes, however events expenditure would offset this due to the cancellation of the Christmas 2020 event. Cllr Gregory queried the procedure for

charging local businesses that are utilising MW, the Deputy Clerk reported that this issue would be included on the next full council agenda on 1<sup>st</sup> September.

**b) To review the over £1000 report and VAT reclaim for April to June 2020.**

**F20.27** The Deputy Clerk reviewed the reports with the Committee, and they were NOTED.

**c) To review the bank reconciliations and statements for April to June 2020**

**F20.28** The Deputy Clerk confirmed that the end of month reconciliation reports had been distributed by e-mail as agreed at the last meeting. No issues or questions had been raised.

**d) To review the cash book reports for April to June 2020.**

**F20.29** The Deputy Clerk reviewed the reports with the Committee, and they were NOTED.

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

**F20.30** The project costs report for HS2 was NOTED. The Deputy Clerk reported that a decision would be required at the October 2020 PC meeting in relation to transferring additional funds to the HS2 EMR.

**8. OTHER MATTERS**

**a) Risk Management Policy**

**To review the new proposed Risk Management Register.**

**F20.31** The new proposed risk register was NOTED. The Deputy Clerk re-confirmed that the Internal Auditor has suggested changing the format of the register, although it was not a formal recommendation. It was **RESOLVED** to adopt to the new style risk register.

**b) Insurance**

**To consider the 2020/21 quotation sought via the Council's chosen broker, Came & Company.**

**F20.32** The quotation was reviewed, and it was **RESOLVED to RECOMMEND** accepting the quotation to the Full Council at its meeting on 1<sup>st</sup> September 2020. The Committee also **AGREED** to recommend that when the quotations are sought next year a formal valuation of all WPC properties is obtained by a professional agency.

**c) Assets**

**i) To review recent updates to the Asset Register.**

**F20.33** The recently disposed of and acquired assets reports were reviewed and NOTED.

**ii) To consider adding streetlight to the asset register and per the Internal Auditors recommendations.**

**F20.34** Following the recommendation from the Internal Auditor the response from our Insurance Company and the advice from BALC was NOTED. It was **RESOLVED** to add the Streetlights to the Asset Register. The Deputy Clerk reported that the process would not be time consuming as they would be loaded by RBS via a spreadsheet. A variation form would need to be completed when the AGAR is completed next year to explain the large variance between 19/20 and 20/21 value of assets.

**d) Minor Grant Application**

**To consider a minor grant application from WARA.**

**F20.35** The grant application was NOTED. The Deputy Clerk reported that WARA had raised some questions with BC in terms of recent media reports that confirmed that resident groups should not cut open spaces/verges. It was **RESOLVED** to award the request amount of £900.00 from the Minor Grants account line subject to the WARA gaining authority and clarity regarding the queries raised.

**e) 2020/21 Virements**

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

**F20.36** The Deputy Clerk reported that account line 4415 Inspection line was overspent as the hanging basket strength testing was not budgeted. It was **RESOLVED** to vire £600 from 4405 Maintenance- Fences.

**9. ITEMS FOR NEXT AGENDA**

**F20.37** Draft budget 2021/22.

**10. DATE OF NEXT MEETING**

**F20.38** The Deputy Clerk confirmed that the next meeting was scheduled to take place on 17<sup>th</sup> November 2020.

**11. CLOSURE OF MEETING**

**F20.39** As all business was transacted the meeting was closed at 8:24pm

Signed by  
Chairman to the Amenities Committee

Date: 17<sup>th</sup> November 2020