

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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MINUTES OF THE BARROWBY PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON MONDAY 10th MAY 2021 AT THE READING ROOM

MEETING OPENED: 7.00pm

1. ELECTION OF A CHAIRMAN (21/001)

- 1.1 Following a proposal by Councillor Inglis, seconded by Councillor Eaton, members resolved to appoint Councillor Lees as Chairman. Councillor Lees accepted.

The Chairman, Councillor Lees, welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Cupit, Eaton, Inglis and Mrs Moss, the Clerk & RFO.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (21/002)

- 2.1 Councillor Whittington was unable to attend due to attendance at another scheduled meeting.

3. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/003)

- 3.1 None.

4. APPROVAL OF MINUTES (21/004)

- 4.1 Following a proposal by Councillor Inglis, seconded by Councillor Eaton, members resolved to approve the minutes of the previous meeting held on 28th January 2021. The minutes were later signed by the chairman of the meeting.

5. INTERNAL AUDIT (21/005)

- 5.1 Members considered the recommendations from the Internal Audit report and noted that a Reserves Policy is being considered as a separate Agenda item.

6. RESERVES POLICY (21/006)

- 6.1 Members discussed the draft Reserves Policy prepared by the Clerk and it was agreed that the General Reserves should be 50% of the annual Precept (£21k for the current year) plus £10k totalling £31k. The balance is in Earmarked Reserves as a potential contribution to support the purchase of a site for a new Community facility.

Action: Clerk to add this to the Agenda for the next Parish Council meeting.

7. ANNUAL RETURN (21/007)

- 7.1 Members reviewed the draft Annual Return and supporting documents and agreed it can be put before the Parish Council for approval.

Action: Clerk to add this to the Agenda for the next Parish Council meeting.

8. FINANCIAL REPORTS ON SCRIBE (21/008)

- 8.1 The Clerk reported her positive experience of using Scribe as the new financial data record.

- 8.2 The Clerk gave an overview of the Scribe reports that are available that closely match to what was previously available to Members of the Parish Council monthly. Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to recommend that the replacement reports should be accepted by Parish Council. It was suggested that the ability to highlight entries on a PDF report would also be useful.

Action: Clerk to add this to the Agenda for the next Parish Council meeting.

Action: Clerk to ask Scribe if highlighting entries facility is possible.

9. SECTION 137 BUDGET (21/009)

- 9.1 Members discussed the merits of having a Section 137 budget, but it was agreed that this would not be taken forwards, but applications for a grant would be considered and funds for a successful bid would be taken from the General Reserves.

10. DATE OF NEXT MEETING (21/010)

- 10.1 Future Meetings were agreed:
Tuesday 28th September at 5.30pm
Tuesday 19th October at 5.30pm
Monday 22nd November at 5.30pm

All to take place in the Reading Room.

The Chairman closed the meeting at 8.50pm