**Minutes of the Finance Committee meeting held virtually using Microsoft Teams on**

**Tuesday 23rd February 2021 at 7pm**

**Present:** **Councillors:** B. Harber (Chairman)S. Birnstingl, T Kardos, C. Verney, C. Warren.

**Also present:** Clerk: Celia Price

Members of the public: None

**F:0121:01 Apologies for absence**

Apologies were received and accepted from Cllr Garrod. Cllr Ivatt was unable to join the meeting due to technical difficulties.

**F:0121:02 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**F:0121:03 Minutes of the last meeting**

The minutes of the meeting held on [24th November 2020](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EX3xdV2NcjBJjCABQmC66b0BjEBzDeb87_T9Ppu46pnnVA?e=ui8ObI) were approved as a true record. Proposed by Cllr Birnstingl, seconded Cllr Kardos and agreed. The Chairman will sign the minutes as soon as is practical.

**F:0121:04 Public Adjournment**

None present.

**F:0121:05 Terms of Reference**

Updated [terms of reference](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESpziBkP01RBmJ1sIWp7iykBhlyFQUBpkFVn249bf9gkfg?e=Y0s62h) were circulated prior to the meeting. The document was reviewed and discussed in detail. It was resolved to present the revised terms of reference to Full Council for adoption. Proposed Cllr Warren, seconded Cllr Kardos and agreed.

**F:0121:06 Business Risk Assessment**

The updated [business risk assessment](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYlPJNPlN2VCiL8Ne5gFEWcBmda1yE0L9H6lS8MFqK3dqw?e=ayTxHa) was circulated prior to the meeting. The document was reviewed in detail. Cllr Verney proposed, Cllr Birnstingl seconded that the Business Risk Assessment be presented to Full Council for adoption with minor amendments as agreed.

**F:0121:07 Financial Regulations**

Updated [Financial Regulations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYLNHdJvwxZApvkLWemto7oB16zehqpnS8u_195Vdilsag?e=5VoJIO) were circulated prior to the meeting. It was resolved to present these to Full Council for adoption with minor amendments as discussed. Proposed Cllr Warren, seconded Cllr Birnstingl and agreed.

**F:0121:08 Banking Arrangements**

The Clerk gave a verbal updated regarding the transition from the Co-operative Bank to Unity Trust Bank. The Co-Operative Bank account will remain open.

[Direct Debits](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EYqw6umh9YpOpOwxuX1xkV4BJ4ifpY3BzRetuYyc7xGuXw?e=VV9U4L) and [Standing Orders](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EQ_N8FxmNNhCoEvrMW4Q0OwB7oDZkRQ-IKlmBqhVT5uDEA?e=ebKKoP) were reviewed and it was resolved to move current DDs and SOs to the Unity Trust Bank, along with new DDs for office rent and Sports Hall electricity. Proposed Cllr Kardos, seconded Cllr Birnstingl and agreed.

**F:0121:09 Budget 20/21**

Councillors reviewed year to date expenditure against budget ([summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ESEA72j5mgRKkW_4gt2dOLsBzgZ__xDCunsVjPrEAUJ21Q?e=feMzTD) and [detailed](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EVIEFni-NAVDkOJNCYErzzABzy0jme6LAS2-xkTslbzLOg?e=g7gEwK) reports) and questions were invited. The Chairman gave an overview advising at year end a surplus which will improve the general reserve position.

**F:0121:10** **Business Plan / Strategy**

A first draft 5 Year Business Plan / Strategy was circulated prior to the meeting and discussed. All agreed the strategic approach provides a good overview and would be supported by a more detailed document that would be managed by individual committees. All agreed to present the document as is to Full Council for discussion.

**F:01:21:11 Matters raised by Councillors and the Clerk**

The Clerk reported that the Year End Audit will be taking place on Friday 16th April.

Cllr Warren advised that an estimate has been received for repairs to the village sign and this will be presented to Full Council at the next meeting. It is anticipated the cost will be between £2 – £2.5k .

Cllr Warren requested clarification regarding street lighting costs. All agreed to add this to a future agenda and undertake a full review of street lighting including environmental impact, costs, supplier and types of light.

There being no other business the meeting concluded at 8:15pm

Minutes Signed By: Date: