

**Minutes of the Resources Committee Meeting held on 19 January 2022**  
**at 7.30 pm at the Parish Office**

Present: Cllrs S Berlyn, A Chapman, G Chapman and M Hessian,  
In attendance: Ms M Harper (Clerk)

Cllr Berlyn was elected Chairman for the meeting, proposed by Cllr A Chapman and proposed by Cllr G Chapman, all agreed

**21/22.30 Apologies for absence**

P Sutton and J Thombs.

Cllr J Thombs joined by Zoom but was unable to participate in the voting

**21/22.31 Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA

None

**21/22.32 Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

**21/22.33 To approve Minutes of the Resources Committee meeting held 17 November 2021**

RESOLVED: that the minutes of the Parish Council meetings held on 27 October 2021 be approved and signed as a correct record

**21/22.34 Actions from the Minutes**

The actions were noted

**21/22.35 To receive financial report**

21/22.35.1 Receipts

There were no receipts from 18 November 2021 to 19 January 2022 (Appendix 1)

21/22.35.2 Payments

21/22.35.02.1 RESOLVED: that the invoices received and direct debits from 18 November 2021 to 28 January 2022 be approved, proposed by Cllr A Chapman and proposed by Cllr G Chapman, all agreed (Appendix 2)

21/22.35.3 Reconciliation

21.22.35.3.1 RESOLVED: that the bank statement and reconciliations for 31 October and 31 December 2021 be approved, proposed by Cllr Hessian and seconded by Cllr G Chapman, all agreed

21.22.35.3.2 RESOLVED: that the bank statement and reconciliations for April, May, July and August 2020 as previously deferred due to delegated authority to the Clerk during the pandemic be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

21/22.35.4 Budget sheets / Earmarked Reserves

The income and expenditure, Earmarked Reserves and the Budget Sheets to 31 December 2021 were noted

21/22.35.5 Insurance Claim Log

There are no new or outstanding insurance claims

21/22.35.6 Virement of monies

Nothing to report

21/22.35.7 Debtors more than 3 months

Nothing to report

21/22.35.8 On Line Banking

It was noted that processes are being undertaken to reinstate Cllr Berlyn's access to the system

### **21/22.36 Strategic Priorities**

The strategic priorities were agreed for recommendation to Parish Council

### **21/22.37 Neighbourhood Plan Insurance**

It was agreed that the renewal of the neighbourhood Plan Steering Group insurance from 23 February 2022 to 22 February 2023 at a cost of £218.00 be deferred to the next meeting

### **21/22.38 VAT Review**

21/22.38.1 The report from the consultants engaged to review the Parish Council's VAT position was reviewed

21/22.38.2 RESOLVED: that the Facilities Committee be recommended to undertake the management of the football and cricket teams inhouse from 1 April 2022 due to cost implications, proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

### **21/22.39 Parish Office Systems**

21/22.39.1 RESOLVED: that the request to replace the current unstable Router at a cost of £434.00 be agreed, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

21/22.39.2 RESOLVED: that the request to move to a VOIP phone system be agreed, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

### **21/22.40 Continued use of DD and SO**

RESOLVED: that the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries, Information Commissioners Office and IT Support be recommended to Parish Council at the next meeting on 26 January 2022, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

### **21/22.41 Fidelity Insurance**

RESOLVED: that the fidelity insurance cover be increased from £300,000 to £500,000 at a cost of £135.90 until 30 September 2022, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

### **21/22.42 Financial Regulations**

RESOLVED: that the Financial Regulations be recommended for adoption by the Parish Council at the next meeting on 26 January 2022, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

**21/22.43 Standing Orders**

RESOLVED: that the Standing Orders be recommended for re-adoption by the Parish Council at the next meeting on 26 January 2022, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

**21/22.44 Financial Risk Assessment**

RESOLVED: that the changes agreed to the Fidelity Insurance be amended and Financial Risk Assessment be recommended for adoption by the Parish Council at the next meeting on 26 January 2022, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

**21/22.45 Statement of Internal Controls**

RESOLVED: that the Statement of Internal Controls be recommended for adoption by the Parish Council at the next meeting on 26 January 2022, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

**21/22.46 Adequate and Effective System of Internal Audit**

RESOLVED: that a review every 3 years of the Internal Auditor be added and the Adequate and Effective Systems of Internal Audit be recommended for adoption by the Parish Council at the next meeting on 26 January 2022, proposed by Cllr G Chapman and seconded by Cllr A Chapman, all agreed

**21/22.47 Interim Internal Audit Report**

The interim Internal Audit Report was received and as recommended by the auditor an investment policy will be brought back to the Resources Committee for approval

**21/22.48 Staff Training**

RESOLVED: that the request from the Clerk to attend the online National Practitioners Conference taking place over Tuesday 15, Wednesday 16 and Thursday 17 February at a cost of £75.00 be approved, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

**21/22.49 Community Engagement**

The article regarding the precept for 2022/2023 will be circulated before publication

**21/22.50 Matters for Report (for information only)**

There were no matters for report

**21/22.51 Dates of next meeting**

Wednesday 23 February 2022 to be held at 7.30pm

There being no further business the meeting closed at 8.25pm

Chairman .....

Date .....