

CAPEL PARISH COUNCIL

Minutes of the **Finance & Resources Committee** Meeting
Held virtually On **Monday 21 September 2020 at 7:00pm**

Present:

CLlr Charles Mackonochie – Chairman
CLlr Margaret Fenton
CLlr William Forster
CLlr Hugh Patterson
CLlr Ashley Saunders

Apologies:

CLlr Trevor Sawyer – Vice Chairman

Also in attendance:

Helen Munro – Responsible Financial Officer

Agenda No	Minute No	
1.		ADMINISTRATION. Fire exits, sign in sheets, assembly point, mobile phones.
2.	329	APOLOGIES FOR ABSENCE. CLlr Sawyer gave his apologies which were accepted.
3.	330	COUNCILLOR DECLARATIONS. CLlr Patterson declared an interest in item 335 and he would leave the meeting during discussion of the matter.
4.	331	MINUTES. The minutes of the meeting held on 10 March 2020 were signed by the Chairman as a true and accurate record.
5.	332	MATTERS ARISING FROM THE LAST MINUTES. There were none.
6.	337	BUDGET 2021-22. The draft budget was reviewed and various amendments agreed. This would be considered further at the next committee meeting. It was agreed that the committee would consider using the Memorial Fund when calculating the precept, if required.
7.	333	BANKING.
	6.1.	The bank accounts were reviewed and consideration of changing banks was discussed. It was RESOLVED that no changes be made.
	6.2.	The provision of a prepaid card or credit card for the Clerk for Council expenditure was discussed. It was RESOLVED that an HSBC credit card be applied for at a cost of £32 per annum.

CAPEL PARISH COUNCIL

Cllr Patterson left the meeting at 19:41

8. 334 IT SYSTEMS.

- 8.1. Consideration of moving to a computerised accounts package was discussed. It was agreed that this was not currently required but would be reconsidered if needed in future.
- 8.2. It was **RESOLVED** to approve the Web Accessibility Statement.
- 8.3. The recommendation from the Staff, Office and Admin Committee to change current IT software to Microsoft 365 and replace RFOs laptop was discussed. It was **RESOLVED** to recommend the purchase of a new laptop and monitor for the RFO from general reserves to Full Council for approval.

It was also **RESOLVED** to recommend migrating staff to Microsoft 365. Costs and a recommendation would be researched by the RFO for presentation to the next Full Council meeting.

It was further agreed that discussion of providing Microsoft 365 for all councillors be considered at the next Finance and Resources Committee meeting.

9. 335 **GRANT PAYABLE.** A grant funding request was discussed. It was **RESOLVED** to recommend that the grant be approved to match the amount fund raised up to a maximum of £1,000.

10. 336 **GRANT RECEIVABLE.** The Business Grant for the public toilets from TWBC of £10,000 was **noted**. It was agreed that the grant would be earmarked for spending on the public toilets. Any unspent amount should be allocated to the extension of the CCTV system at the recreation ground in Five Oak Green.

11. 338 FINANCIAL MATTERS.

- 11.1. Receipts and Payments Report as at 28 August 2020 were noted.
- 11.2. Bank Reconciliations and bank statements as at 28 August 2020 were noted.
- 11.3. Reserves as at 28 August 2020 were noted
- 11.4. The Insurance renewal for 2020-21 was noted and payment before the renewal date was authorised by **RESOLUTION**.

CAPEL PARISH COUNCIL

- 12. 339 DATE OF NEXT MEETING.** Monday 16 November 2020. Time and location to be agreed.

There being no further business, the meeting closed at 20:21.

Signed

.....
Chairman

Date

.....