**CAPEL PARISH COUNCIL**

Minutes of the **Finance & Resources Committee** Meeting

Held at Capel Village Hall on **Monday 24 October 2022 at 7:30pm**

**Present:**

Cllr. Charles Mackonochie – Chairman, Cllrs: Maggie Fenton, Hugh Patterson, Ashley Saunders

and Trevor Sawyer

**In attendance:**

Louise Goldsmith, Clerk & Responsible Finance Officer and 1 member of the public

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| **Agenda No** | **Minute No** |  |
|  |  | ADMINISTRATION.  Fire Exits, Assembly Point, Mobile Phones. No requests received to record the meeting. |
|  | **413** | APOLOGIES FOR ABSENCE**.**  None received. |
|  | **414** | COUNCILLOR DECLARATIONS**.**  None. |
|  | **415** | MINUTES**.**  The minutes of the meeting held on 5 September 2022 were approved by **RESOLUTION** as a true and accurate record and were signed by the Chairman. |
| **5.** | **416** | FINANCIAL CONSIDERATIONS  Members discussed he financial implications of the following proposals referred from other committees/working groups.  5.1 To consider and approve remedial works required following the  inspection of trees on Parish Council owned land:  Members considered the tree inspection report in detail and noted that the Clerk has obtained two quotes and is struggling to obtain a third quote for the most urgent works. It was agreed to defer a decision to the next meeting so that additional quotes can be obtained to include the works required in 5.2.  5.2 Proposal to plant saplings and create a new access to the public  toilets from the car park:  Members agreed that it would be beneficial to tidy up the area around the public toilets. The tree inspection report identified the cherry tree as one that needs to be felled. The three ash trees are suffering with ash dieback disease. The oak tree is blocking the light from the only streetlight. It was agreed to crop the oak tree and to remove the cherry and ash trees. Cllr. Mackonochie and Saunders offered to plant some of the free saplings received from TWBC to form a hedge around the public toilets. The fence could be removed and a pathway from the car park could be created to improve access to the toilets. The Clerk and Cllrs. Mackonochie and Saunders will inspect the trees and establish what works are required and also assess the condition of the footpath. The Clerk was also asked to obtain a quote to replace the doors to the toilets.  5.3 Proposal to improve the CCTV at the recreation ground:  Members were in agreement that the current CCTV system needs updating. Initial discussions with a CCTV provider suggest that an overhaul of the system could cost in the region of £15,00.00. The Clerk suggested installing power to the rear of the recreation ground. It was agreed that the Clerk should obtain quotes for a replacement of the current system on a like for like basis and an additional quote for extending the cover across the recreation ground. |
| **6.**  **7.**  **8.** | **417**  **418**  **419** | BUDGET 2023-2024  Members considered a spreadsheet prepared and circulated by the Clerk. Members discussed each line of the spreadsheet comparing income and expenditure against the budget for 2022-2023 and used this to review and set a draft budget for 2023-24. A number of projects were discussed including those outlined in item 416. The Clerk will obtain the necessary quotes for the next meeting so that the draft budget can be finalised before being presented to Full Council for approval on the 19 December 2022.  **Policies – Financial Regulations**  Members reviewed the current Financial Regulations circulated by the Clerk. The following amendments were noted/agreed:  6.19 – noted that the wording has been changed to reflect the fact that the Clerk does not hold any petty cash.  5.6 – incorrect reference to paragraph 5.6 changed to para 5.5.  5.1 – agreed that the Clerk will in future bring all invoices to a Full Council meeting and that the payment schedule and invoices will be checked by the authorising signatories and signed off by the Chairman of the meeting.  5.6 – agreed that the list of regular payments/direct debits should be checked at each meeting as per above and signed.  6.11 – the Clerk to provide the Chairman with a list of all passwords, to include the laptop and online banking, in a sealed envelope to only be opened in an emergency by the Chairman in the presence of two Members.  **Recommendation to Full Council to adopt the revised Financial Regulations**  **Date of next meeting:** 5 December 2022 at 7.30pm in Capel Village Hall  There being no further business, the meeting closed at 9.26pm  Signed:……………………………………………… Date:   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |