
Minutes of Finance Committee meeting held on Monday 21st June 2021 at 7pm at the Cleobury Country Centre commencing at 7pm.

Present:

Cllr Geoff Hainsworth, Cllr Debbie Brown, Cllr Paul French and Cllr Guy James.

Finance Officer: Mrs D McBride

Chair, Cllr Hainsworth welcomed everyone to the meeting.

06.00.21F Election of Finance Committee Chair.

Cllr Geoff Hainsworth was elected Chair of the Finance Committee for the forthcoming year (proposed PF, seconded GJ).

06.01.21F Election of Finance Committee Vice-Chair.

Cllr Guy James was elected Vice-Chair Of the Finance Committee for the forthcoming year (proposed PF, seconded GH).

06.02.21F Democratic 15 minutes Public Time

There were no members of public present.

06.03.21F Apologies for absence

There were no apologies.

**06.04.21F Declaration of interests:
Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

There were no interests declared.

06.05.21F To confirm Minutes of the Finance Committee Meeting held on Monday 22nd March 2021

The Minutes from the Finance Committee meeting held on Monday 22nd March 2021 were approved and duly signed by the Chair.

06.06.21F Matters arising from the Minutes

There were no matters arising from the Minutes which were not already included in this meeting Agenda.

06.07.21F To review the 2021-22 accounts year-to-date

(a) Accounts 2021-22

- The Receipts and Payments account was reviewed. It is early in the current financial year and apart from a query with the grass-cutting contracts everything is running well. It was agreed that all contractors should be issued with a written contract which must be signed and dated with copies kept by both parties to ensure projects are carried out according to our instructions. The Finance Committee approved the Receipts and Payments as presented and this was duly signed by the Chair.
- The Bank Reconciliation was reviewed and signed.
- Petty Cash was reviewed and confirmed as being correct.
- The Ear-Marked Reserves were reviewed and approved. Newly approved projects will be allocated later in the meeting under projects.

(b) Food Bank

- The Food Bank funds which the Town Council manage was reviewed. DB stated the Food Bank may need to pay the market rent for the room at the Market Hall once demand for office leases increase. A grant has been sought from Shropshire Council to allow for the increase in food vouchers to £5 from

Initials...**GH**.....

the current £3. 280 food parcels were issued last year and this has been exceeded already this year. Currently 25 people per week are using the Food Bank. The Food Bank staff also help signpost people for other types of support and occasionally help fund the cost of children's shoes and utility bills. The Facebook page is successful. The group are very grateful to Doddington Heights Park for their support. The Food Bank volunteers may also look to do some fundraising.

- The Food Bank Petty Cash spreadsheet which the Food Bank co-ordinators manage was reviewed and approved by the Finance Committee.

(c) Capital Receipt

- Due to the return of money from the GlassRoom project there is £1,675 available as a Capital Receipt Grant. DM will prepare an article for the website and Facebook inviting local groups to apply for this money under the same terms as the original grants.

06.08.21F To review progress of Projects.

The Committee went through the Projects List.

Town Council projects

There is no change regarding the cemetery projects. The approved CIL Local funding towards the Love Lane Play Area refurbishment project has not yet been received. The Lloyds Bank mandate is being updated to allow DM access to a Business Manager to enable improved accessibility to our accounts. The repairs and cleaning at the Wells is complete. PF and DM are now progressing the main project. It is noted that the £5,000 grant may have to be returned if we cannot complete the project in the time frame required. GH and DM had an effective meeting with Prysmian, where all issues and concerns were discussed and positive actions agreed. Quotes for the outstanding work to provide an accurate streetlight inventory, number all street light columns and LED upgrades has been approved by Council. Funding to come from ear-marked funds and Neighbourhood Fund money. Additional streetlights requested by parishioners and parking issues at the Primary School have not progressed. The QEII Park projects have been approved by Council and the following funding sources were allocated:

Steps from Playing Field to QEII Park and removal of metal fencing – QEII Projects Fund.

Drainage project – QEII Projects Fund

Solar Lighting throughout QEII Park - £8,000 from Neighbourhood Fund and £5,729 from QEII Projects Fund.

GJ commented on the latest costs for the Neighbourhood Development Plan. GJ has challenged whether the additional mapping costs are required for the development boundary. DM will speak to Locality for clarification on whether to extend the current grant or return it and re-apply for full funding for the remaining NDP process.

Shropshire Council projects

There has been no progress on any of these projects despite both the Clerk and DM chasing Highways and Unitary Cllr Gwilym Butler for action. There will be no further consultation regarding the extension of the 30mph and 40mph zones at the east end of town and the work is being commissioned to go ahead as per Shropshire Council's plans. DM has been in regular contact with the Place Plan Officer Vicky Turner who hopes to be back in post later this summer once the Covid grants finish. Concerns have been raised that the Unitary Councillors and Shropshire Council are not observing a transparent process with the Place Plans and as such DM was tasked to work with the Clerk and arrange a meeting with all the Place Plan area representatives to discuss the concerns and prepare an updated Place Plan ourselves to aid Vicky Turner when she returns. Cllr Butler has stated that the money previously earmarked for resurfacing/repainting the Talbot Car Park has long gone to other priorities. There has been no further correspondence from Shropshire Council regarding the Library.

06.09.21F To receive Future Agenda items

Place Plan funding, S.137 and Capital Receipt grants and all Council Fees will be discussed at the next meeting.

06.10.21F To set date of next Finance Committee meeting

The next Finance Committee meeting will be on Monday 20th September 2021 at 7pm at the Cleobury Country Centre.

Meeting closed at 8.15pm.

Signed Chairman: G Hainsworth

Date: 25th October 2021