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**Minutes of Finance Committee meeting held on Monday 25<sup>th</sup> October 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.

**10.00.21F Democratic 15 minutes Public Time**

There were no members of public present.

**10.01.21F Apologies for absence**

There were no apologies.

**10.02.21F 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.*

The Committee noted Cllr Brown's interest in the Food Bank finances as she is the Food Bank Coordinator.

**10.03.21F To confirm Minutes of the Finance Committee Meeting held on Monday 21<sup>st</sup> June 2021**

The Minutes from the Finance Committee meeting held on Monday 21<sup>st</sup> June 2021 were approved and duly signed by the Chair.

**10.04.21F Matters arising from the Minutes including Finance Officer's Report.**

- It was noted that the Parish Hall Committee have started making monthly payments of £100 from 1<sup>st</sup> September 2021. These payments are for the court costs to settle the access dispute totalling £4,165.50 not any subsidiary items such as travel costs and lunches.
- Lloyds Bank have now approved the request for DM to access statements on line. This has proved very helpful already when noting receipts of donations for the Food Bank.
- Adverts for S.137 grants and £1,675 Capital Receipt money have been prepared and will be placed in the November Clarion.
- The new Income and Expenditure software is running well. There will be some adjustments to the Annual Return at year end to ensure comparability with the previous Receipts and Payments system.

**10.05.21F To review the 2021-22 accounts year-to-date**

**(a) Accounts 2021-22**

- The Receipts and Payments account was reviewed. The forecast figures have been updated to cover the PCC Grant and Vehicle Activated Signs, the increases in Food Bank income and expenditure and the projected expenditure on the Neighbourhood Plan. Going forward, the Food Bank Receipts and Payments will be shown separately on the summary page. 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.
- The Petty Cash account was reviewed and confirmed as being correct.
- The Ear-Marked Reserves were reviewed. It was agreed to remove the Health Card project as this is not going ahead. Reserves for CCTV may be increased once we have established service fees for CCTV access. Pressure needs to continue with Prysmian to remove the remaining concrete street light columns and complete the LED replacements. It was agreed to accept responsibility for the street lights in Heath Close and New Road Gardens. These lights have been on our inventory yet they are on private roads and no evidence has been found to establish ownership. A meeting will be arranged with the Chair of the Neighbourhood Development Plan to discuss NDP finances.

Initials.....



**(b) Food Bank**

- The Food Bank funds which the Town Council manage was reviewed. Ludlow Food Bank are donating £10,000 to the Cleobury Food Bank. DB has started an Amazon wish list for items which are more expensive and not often donated such as washing powder. This has been very well supported and all items have been purchased and delivered directly to the Market Hall.
- The Food Bank Petty Cash spreadsheet which the co-ordinators manage was reviewed and approved by the Finance Committee. DB confirmed the Petty Cash is used a lot to help supplement Food Bank stocks and occasionally assist with support payments such as the purchase of school shoes.

**10.06.21F To review and confirm all direct debit payments.**

The Committee confirmed the following suppliers are paid by direct debit: 123 Reg for website domain, BT for office and mobile phone services and broadband, Shropshire Council for invoices and payroll, NEST for pension contributions, Npower for street light electricity and Land Registry for searches.

**10.07.21F To consider review of Council Fees and Charges for 2022-23.**

The Committee reviewed the current fees for the Cemetery, Playing Field and CCTV insurance requests and agreed some amendments were required. Proposals will be put to the Town Council to ratify at their December meeting.

**10.08.21F To review progress of Council Projects.**

The Committee went through the Projects List.

Town Council projects

There is no change regarding the cemetery and highways projects. It was proposed to ask the Neighbourhood Watch Group if they are interested in setting up Community Speed Watch in Cleobury. Lloyds Bank has confirmed DM's access to online statements. The next step is to reactivate the Playing Fields account. The Wells project is making steady progress. Prysmian has completed the street light testing and column numbering and prepared a draft inventory. Once the inventory is confirmed the LED upgrades can be completed. Additional streetlights requested by parishioners has not progressed. Primary School traffic issues will be removed from this list as any solutions would not be funded by the Town Council. Matter to progress through the Action Log. The QEII Park projects are almost complete with just some grass seed to be spread where the drainage system has been installed. The contractor has kindly agreed to spread the soil tump on the Playing Field. There is no update on the Tenbury Road junction as part of the Neighbourhood Development Plan as the housing development sites are under review.

Shropshire Council projects

The 30mph and 40mph zones at the east end of town have been implemented. The Vehicle Activated Sign has still not been repaired having been out of action for several months. The Parking Survey is on hold and a written request is being prepared for a Stage 3 Audit on the main road. DM to chase our Unitary Cllrs for an update on when we can expect the resurfacing of the Talbot Car Park and remarking of the disabled bays and double yellow lines on the main road. There has been no further correspondence from Shropshire Council regarding the Library.

**10.09.21F To review progress against Annual Summary and Three-Year Business Plans.**

The Committee reviewed the Annual Summary Plan which is an extract of the Three-Year Business Plan. Many projects are tied in with the Neighbourhood Development Plan and the outcomes will not be known until the NDP progresses. DM will ask John Whitelegg for an update on proposals to reduce the speed limit on residential roads to 20mph. DM will ask Shropshire Council for help and advice on measuring Cleobury's carbon footprint, promoting local action to reduce carbon emissions and seek Government grants to install electric charging points in car parks and High Street. DB will progress plans for a Green Awareness Day, a community education event in the Spring.

**10.10.21F To receive Future Agenda items**

DM will invite Mr Blackburn to the next meeting for a confidential discussion regarding the NDP finances.

**10.11.21F To set date of next Finance Committee meeting**

The next Finance Committee meeting will be on **Thursday 9<sup>th</sup> December** 2021 at 7pm at the Cleobury Country Centre.

**Meeting closed at 8.46pm.**

**Signed Chairman:**

**Date:**