

Locum Clerk to the Council/RFO: Shaun Jones
Chairman: Cllr Mark Underwood

Minutes of the Finance Committee Meeting held at 7:15pm on **Monday 9 August 2021** at Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Teckoe (Chair) (CT), Clode (CC), Clarke (TC),
Higgins C (CH), Higgins P (PH) and Underwood (MU).
Not Present Cllr Parkhurst.
In attendance: Shaun Jones Locum Clerk;

- F1.21/22 RECEIVE APOLOGIES & REASONS FOR ABSENCE –** Cllr Parkhurst (holiday).
- F2.21/22 DECLARATIONS OF INTEREST –** CT made reference to his standing declaration relating to being the secretary of Bayston Hill Juniors FC and TC advised he is the BHPC rep on Bayston Hill Bowling Club committee.
- F3.21/22 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS -** None
- F4.21/22 MINUTES –** The minutes of the meeting held on 4 May 2021 were reviewed as an accurate record of proceedings. **Proposed MU to approve – carried unanimously** and signed by the Chair.
- F5.21/22 CLERK'S REPORT AND MATTERS ARISING –** SJ advised a return to the Pensions Regulator has just been submitted. Legally a re-declaration with regard to Workplace Pension provision has to be made every three years.
- F6.21/22 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** To note the position of financial cost centres compared to budgets at the end of Q1. **All in favour – motion passed.**
- F7.21/22 BANK RECONCILIATION –** To note the Bank Reconciliation report for all accounts, including Petty Cash to 30 June 2021. **All in favour – motion passed.**
- F8.21/22 BANKING MANDATES – Proposed by TE, seconded CH** for SJ to review signatories on mandates with all financial institutions currently operating accounts for BHPC and suggest an updated signatory list drawn from those members who have agreed to be included. **All in favour – motion passed.**
- F9.21/22 FINANCIAL SERVICES COMPENSATION SCHEME – Proposed by TE, seconded MU** for SJ to bring forward a paper with recommendation on spreading balances across a number of Financial Institutions to gain full FSCS protection. **All in favour – motion passed.**
- F10.21/22 TECH EQUIPMENT & SOFTWARE LICENCES FOR NEW JOINER –** Agreed to look to Shropshire Council IT Dept for advice. **Proposed CH, seconded MU** to provide a budget of up to £500 to purchase a sensible laptop with require software and licences. **All in favour – motion passed.**

F11.21/22 THE GREAT BIG GREEN WEEK – MU reported on the latest progress for the upcoming event. One element, to promote biodiversity is the creation of a wildflower verge off the A49, opposite Lyth Hill Road, was discussed. **Proposed MU, seconded TC** to cover the costs of up to £400. **All in favour.**

F!2.21/22 PAYMENTS – The Clerk tabled a list of payments for August for approval. It was agreed to defer to the next Full Council believing this to be best practice.

Meeting closed at 8:22pm.

DRAFT