

**Clerk to the Council/RFO: Caroline Higgins**  
**Chairman: Cllr Tim Ryan**

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**Minutes of the Finance Committee Meeting held at 7:07pm on Monday 20 January 2020 in the Memorial Hall.**

**Present:** Cllrs Jones, (Chair), Ryan and Robinson  
**Apologies** Cllrs Jones; Clarke; Gouge;  
**In** Caroline Higgins Clerk; Cllrs Clode & Underwood  
**attendance:**

*The Clerk explained that the meeting was being recorded by the Council on a trial basis (audio only). The recording would be used only to confirm the accuracy of written minutes and would not be broadcast on any public platforms.*

**F18.19/20 APOLOGIES** – The apologies of Cllr Clarke were noted

**F19.19/20 DECLARATIONS OF INTEREST** – None

**F20.19/20 MINUTES** – The minutes of the meetings held on 21 October and 20 December 2019 were unanimously approved and signed by the Chair.

**F21.19/20 CLERK’S REPORT AND MATTERS ARISING**

It was noted that should the Council require an additional audit check the online bank statements can be downloaded and forwarded to the Chair upon request.

Cllr Underwood offered to continue as the nominated financial spot checker for a further six months if required. His offer was accepted and agreed.

**GAME FOR CRAIG DEFIBRILLATOR:** It was resolved unanimously to make a donation of £250 to Shropshire Heart Start in thanks for the provision of CPR and defibrillator training. It was noted that the training had been arranged for Wednesday 19 February 2020 and that Councillors were welcome to attend.

**ENVIRONMENTAL MAINTENANCE GRANT:** It was unanimously resolved to progress the high priority tree works identified in the recent tree survey, subject to obtaining competitive quotations for the work; the funds to be drawn initially from the remaining Environmental Maintenance Grant then from the appropriate maintenance budgets.

**ASSET RENEWALS:** The Committee resolved unanimously to authorise a budget of £1,200 for the purchase of electrical grounds maintenance tools, power units and spare batteries, such as had been recently trialled.

It was noted that one petrol hedge trimmer had recently been purchased and was still in good condition. It was agreed to consider replacing this hedge trimmer with an electrical version in due course as electrical tools are more efficient and easier to use.

The Committee further resolved to allocate a budget of £300 for chain saw PPE as the multi-tool kit includes a chain saw pruner.

**IT PROVISION:** The Committee noted the security concerns raised by the Clerk and the unsatisfactory usability of the new emails set up by the website host. The Committee noted the recommendation that the Council provides each Councillor and the Clerk with a Microsoft Office 365 Business Essentials email account at a cost of £3.60 per person per month and that this sum had been allocated in the draft budget for 2020/21. It was agreed to defer the decision to Full Council.

The Committee resolved to review the implications and benefits of adding the 'Checkfront' online booking service to the website and defer it to a future discussion after hire rates have been reviewed and updated.

**HIRE OF PARISH FACILITIES** – The Committee resolved to defer discussion and to undertake further research into how other organisations charge for comparable facilities. It was noted that the facilities are subsidised by the parish precept. ***Cllr Ryan declared his pecuniary interest as his wife rents the netball court. It was also noted that Cllr Underwood is a member of the Walking Football group which hires the Astro turf.***

**PURCHASE OF PROJECTOR** – The Committee was reminded that it had authorised the purchase of a projector in a previous financial year. A suitable unit within the agreed budget had now been identified and the Clerk requested approval to purchase it for use at the next Full Council meeting. It was suggested that a more expensive unit could be procured by negotiation but the authority for procurement was agreed.

**ACTUARIAL VALUATION** – The Committee resolved to note the revised employer contribution rates and to **authorise payment of the estimated £500 McCloud costs** to Shropshire County Pension Fund before the end of the financial year.

**PAVILION REDEVELOPMENT** – The Committee referred discussion on the estimated development costs to full council for consideration at a later date.

*At 7:50pm Cllr Ryan announced he needed to leave shortly and requested any further decisions be addressed before he left.*

**F22.19/20 PAYMENTS** – The Clerk presented a list of payments becoming due. **It was unanimously resolved to authorise the payments listed and that Cllr Ryan visits the Parish Office the following morning to countersign the invoices,** Cllr Jones having already checked and authorised the payments presented.

*Cllr Ryan left the meeting at 7:55pm which left the meeting inquorate. Other members of the Committee remained to consider the draft budget proposals and precept but no further formal business was transacted.*

**Meeting closed at 8:40 pm**

*The recording equipment was returned to MicroVideo with thanks.*