



HORNDDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD VIRTUALLY ON MONDAY 17th MAY 2021 AT 7:45 PM AT JUBILEE HALL

PRESENT: Councillors D Alexander (Chairman), A Forbes, B Raymond, D Prosser, P Little

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: There were 2 members of the public present.

F&GP 001/21/22 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mrs L Evans and J Lay.

F&GP 002/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 003/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened.

F&GP 004/21/22 **TO ELECT A VICE-CHAIRMAN**

Cllr P Little proposed that Cllr A Forbes be elected as Vice-Chairman of the Finance & General Purposes Committee. This was seconded by Cllr D Prosser. All agreed.

Cllr A Forbes was duly elected as Vice-Chairman of the Finance & General Purposes Committee.

F&GP 005/21/22 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 1st FEBRUARY 2021**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 1st February 2021 are duly signed as a true record of the meeting.

This was proposed by Cllr A Forbes and seconded by Cllr B Raymond. All agreed.

F&GP 006/21/22

**TO RECEIVE AND CONSIDER THE FINAL 2020/2021
MANAGEMENT ACCOUNTS**

The RFO report pertaining to the Final 2020/2021 management accounts was circulated. The RFO highlighted the following items:

- An unfavourable variance of £42.3k. This is mainly due to underachievement of hall hire income.
- The current balance of CIL funding is at £33.0k. The RFO pointed out the expiration dates of funding received.

Cllr D Alexander thanked and commended the RFO for a comprehensive report.

F&GP 007/21/22

**TO RECEIVE A REPORT AND REVIEW THE CURRENT
EARMARKED AND GENERAL RESERVES**

A report by the RFO was circulated. A brief discussion took place.

It was **RESOLVED** that the recommendations proposed by the RFO for earmarked and general reserves are approved. This was proposed by Cllr D Alexander and seconded by Cllr B Raymond. All agreed.

F&GP 008/21/22

**TO RECEIVE A REPORT AND CONSIDER THE DUPLICATE
COSTS PERTAINING TO THE PARISH OFFICES**

A report by the RFO was circulated. A brief discussion took place.

It was **RESOLVED** to recommend to Council that the duplicate costs pertaining to Tyfield House and Lucky Lite be changed to the Jubilee Hall earmarked reserve.

This was proposed by Cllr D Alexander and seconded by Cllr P Little. All agreed.

F&GP 009/21/22

**TO CONSIDER THE IMPLEMENTATION OF A FILE NAMING
PROCESS IN RESPECT OF THE DOCUMENTATION PRESENTED
TO MEMBERS**

A report by Cllr D Alexander was circulated. A brief discussion took place. The office Manager is to put together a practical naming format in line with what is currently used in the office.

It was **RESOLVED** to recommend to Council the implementation of a file naming process pertaining to documentation presented to Members.

This was proposed by Cllr D Alexander and seconded by Cllr P Little. All agreed

F&GP 010/21/22

**TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT
OF THE FOLLOWING GRANTS:**

- All Saints' Church, Catherington - £1,000
- 1st Horndean Scout Group - £4,000
- Citizens Advice East Hampshire - £1,000

The applications and all supporting documentation was circulated. A brief discussion took place for each application.

It was **RESOLVED** to recommend to Council the following:

▪ All Saints' Church, Catherington - £1,000

Two members of the public represented All Saints' Church and answered questions from Council Members.

Cllr P Little proposed that All Saints' Church be awarded £1,000. This was seconded by Cllr A Forbes. All agreed.

▪ 1st Horndean Scout Group - £4,000

A brief discussion took place. Cllr D Alexander proposed an award of £500. This was seconded by Cllr B Raymond. All agreed.

▪ Citizens Advice East Hampshire - £1,000

A brief discussion took place. Cllr D Alexander proposed an award of £1,000. This was seconded by Cllr A Forbes. All agreed.

Meeting closed at 8:40 pm


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Chairman

2 AUG 2021
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Dated