West Horsley Parish Council

MEETING OF FINANCE COMMITTEE

Minutes of the meeting held on Thursday 14th April 2022

Present

Cllrs E Best, V Buosi, F King (Chairman), C Young; J McClung, Clerk/RFO

1 **Chairman's Opening Remarks**

It was agreed that this item is not required in future.

2 **Apologies**

All present.

3 **Declarations of Interest**

- Cllr King is a Trustee and Chairman of the West Horsley Village Hall Management Committee (WHVHMC).
- Cllr King is also on the panel for the Horsley Community Fund (HCF).
- Cllr Best is the PC Rep for the WHVHMC.

In future, declarations will only be given if there is an item on the agenda to which an interest applies.

4 **Meetings**

It was agreed that the Finance Committee will meet every three months (April, July, October, January), 4.30pm on the second Thursday of the month. However, while the meeting was taking place the Village Hall Manager secured a regular booking on Thursday afternoons in the Cedar Room, meaning alternative arrangements will need to be made.

The next meeting is confirmed for 14th July at 4.30pm in the Rubin Room, but the 13th October and 12th January meetings will need further discussion.

5 **Finance Committee Terms of Reference**

These were agreed with one minor amendment: 8(xii) to read '….and authorised by the RFO and two Members'. The RFO will amend and present to Full Council for approval on 19th May.

Cllr Best and RFO to ask Cllr Dodgson if he would be willing to join the Finance Committee.

6 **End of Year**

All happy with the financial statements as presented to Full Council on 12th April. RFO to amend Explanation of Variances Budget to Actual Spend document to reflect comments made at the meeting.

7 **Reserves**

The list of the Council's Ear Marked Reserves was reviewed, and no amendments required. RFO to note that S106 is anticipated to cover the costs of the Tennis Court and Village Hall Refurbishments.

8 **Bank Signatories**

RFO to ask Cllrs Padfield-Wilkins and Dodgson to become signatories.

9 **Contracts**

<u>Village Warden</u>:

Councillors to return final comments on Village Warden job description to RFO by Friday 22nd April. RFO to advertise the position. RFO to ask Shere and Ripley Parish Councils if they have a warden who might be interested in additional work.

<u>Garden Maintenance</u>:

RFO to email Cllr Rogers to ask him to call an Assets Task Group meeting to discuss/prepare a new job specification for this position. Cllrs Best and King request to be involved in the meeting. An item for the Garden Maintenance to be added to the Full Council meeting on 19th May.

10 **Grants**

Cllrs confirmed that the closing dates for Grants are 30th June and 31st December. Awards will then be discussed and decided at the July and January Committee meetings.

11 **S106**

Cllr Young to update the S106 Schedule document and circulate. This needs to be presented to Full Council for discussion by July.

12 **Date of next meeting**

Thursday 14th July 2022 at 4.30pm in the Rubin Room.

13 **Other Village Matters**

Cllr Buosi requested the RFO investigate the costs for contactless card readers for use at forthcoming events. RFO to speak to EHPC to see what technology they are using.

The meeting was closed at 4.15pm.

Signed by the Chairman as a true and accurate record: ……..

Date: ……

Chairman's Initials: _____