

**Minutes of a meeting of the Finance and Risk Committee of  
Farnsfield Parish Council held at 7 pm on Tuesday 14 July 2020.**

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs I Clarke (Chairman), K Clarke, Purcicoe, Puddephatt, Dennis, and Westbury.  
J Johnson was present as Acting Clerk and V Arkell as Locum Clerk.  
2 members of the public were present.

**Cllr. Clarke opened the meeting at 7:04 pm – delay due to technical difficulties**

20.20 To receive any declarations of intention to record the meeting other than by Council  
**There were no declarations of intention to record the meeting**

20.21 To receive any apologies for absence  
**No apologies for absence were received**

20.22 To receive any declarations of interest  
**No declarations of interest were received**

20.23 10 minutes for the public to comment and ask or answer questions about agenda items  
**Peter Sarre thanked the Council for the hyperlinks that have been added onto Agendas as he finds the information is easily accessible. He hoped this would continue.**

20.24 First Quarter Financial Review  
**Cllr Dennis had previously performed the Quarter 1 review, a summary document had already been circulated. Cllr Dennis presented the review; the Committee discussed and approved the Quarter 1 review.**

20.25 First Quarter Budget Review  
**Cllr Clarke suggested that due to COVID-19 the budget had changed, and he expects that at the end of the year variances will be found to that of the original budget. The budget is continually monitored and reviewed and currently, there are no areas of concern. The Council will continue to make sure that any reserve levels are maintained at the required level.**

20.26 COVID-19 Risk Assessments Update  
**A summary document was previously circulated. Cllr Johnson reminded the Committee that it is important not to neglect any general risks while COVID-19 risk assessments are performed. A COVID-19 Risk assessment is required on the Pavilion, this is scheduled to be conducted on Friday 17<sup>th</sup> with the general risk assessment. The COVID-19 risk assessments are ongoing as guidance is updated.**

20.27 First Quarter Risk Register Review  
**The first quarter risk register was previously circulated. The Committee discussed adding the following risks to the register; the Council not currently being governed by a Clerk and the risk that the S106 grant is not spent according to contract. Cllr Johnson as acting Clerk will add the additional risks to the register.**

20.28 To consider and agree a budgeted amount to earmark for COVID grants for recommendation for acceptance at full Council.  
**The Committee discussed the budget that could be made available for a COVID-19 grant scheme and agreed a sum of up to £19000 could be released towards this. The actual sum to be allocated and a framework for the COVID-19 scheme will be discussed at the next Full Council meeting.**



20.29 Update on reclaiming VAT where VAT on exempt supplies is greater than £7,500  
**Cllr Clarke updated the Committee on his finding after meeting with Parkinson's. This is ongoing and more information is needed for the Council to make an informed decision.**

20.30 Correspondence

**Correspondence had been received by email from a member of the public. The email suggested that the 3 following processes should be reviewed by the Council;**

**Purchasing – The Council has a stringent purchasing policy. Cllr Johnson reminded the Council of this process and was discussed by the Committee. It was resolved to extend the purchase policy to allow for an emergency purchase where the Clerk is unavailable.**

**Invoice Approval - The Council has a rigorous invoice process and are confident in the system currently in place.**

**Financial Control – The Committee concluded they are satisfied with the detail and depth of financial controls that are currently in place.**

**The meeting concluded at 19:58**

## Minutes of a meeting of the Finance and Risk Committee held at 7pm on Wednesday 16<sup>th</sup> September

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs. I. Clarke (Chairman), Dennis, K. Clarke, Westbury, Purcicoe, Johnson  
Also Present: Vikki Arkell (Clerk & RFO)  
Cllr Healy joined as a member of the public

F20.33 To receive declarations of intention to record the meeting other than by council  
**There were no declarations of intention to record the meeting**

F20.34 To receive any apologies for absence  
**Cllr Puddephatt sent apologies**

F20.35 To receive any declarations of interest  
**Cllr. I Clarke declared an interest in 20.37 items 5. and 8. due to familial association with a member of Villa FC and personal membership of the Tennis Club - Cllr I Clarke abstained from the vote on both these items.**  
**Cllr. K Clarke declared a personal interest in item 20.37 as a member of the Cricket Club - Cllr K Clarke continued to vote on these items.**  
**Cllr. Johnson declared a personal interest in item 20.37 as a member of the Tennis Club - Cllr Johnson abstained from voting on all items in 20.37.**

F20.36 10 minutes for the public to comment and ask or answer questions about agenda items  
**No members of the public chose to speak**

F20.37 To consider and decide on the recommendation of the COVID-19 Working Party on the grants to awarded to applicants  
**The COVID-19 working party would recommend awarding the following COVID-19 grants:**

1. £600 to "Get 2 Gether 2" to purchase 2 Mobile Tablet Devices and data packages to allow their members to continue to meet by communicating using the internet.  
**The Council resolved to award the grant to Get 2 Gether 2**
2. £1368 to Farnsfield Bowling Club to cover the cost of grounds maintenance and utilities during their closure due to COVID-19  
**The Council resolved to award the grant to Farnsfield Bowling Club**
3. £1350 to Farnsfield Cricket Club towards additional costs amassed due to COVID-19 including additional cleaning.  
**The Council resolved to award the grant to Farnsfield Cricket Club**
4. £245 to Farnsfield Friendship Club. The club have been unable to hold their annual fundraising due to COVID19. The grant will go towards the running costs of the Friendship group.  
**The Council resolved to award the grant to Farnsfield Friendship Club**
5. £910 to Farnsfield Villa FC. The club have had to cancel many matches due to COVID-19 which has subsequently resulted in the club not receiving match subs or being able to fundraise at matches. The grant would be used towards the running cost of the football club and the additional equipment needed to be purchased due to COVID-19.  
**The Council resolved to award the grant to Farnsfield Villa FC**



6. £216 to Farnsfield Flower Club. The club have been unable to holding their annual fundraising including a raffle and summer stalls due to COVID19. The grant will go towards the running costs of the Flower Club.

**The Council resolved to award the grant to Farnsfield Flower Club**

7. £2010 to St Michaels Parent and Staff Association to purchase outdoor leaning aids to assist outdoor leaning which is advised due to COVID-19.

**The Council resolved to award the grant to St Michaels Parent and Staff Association**

**Cllr K Clarke abstained from Voting**

8. £1000 to Farnsfield Tennis Club to cover the cost of grounds maintenance during their closure due to COVID-19

**With 2 votes for and 2 votes against, Cll I Clarke, as chairman, was unable to use the casting vote due to an declared personal interest, the decision for this grant will be made by Full Council and the next available meeting.**

9. £800 to Farnsfield Pre School. Farnsfield Pre School have been unable to have normal fundraising events due to COVID-19, the grant would enable the children to go on a trip or have special activities/visitors.

**The Council resolved to award the grant to Farnsfield Pre School.**

**Cllr Johnson abstained from voting on all grants.**

F20.38 Update on S106 Spend

**The Chairman and the Clerk updated the committee on the S106 spend. Initial accounting shows Ash 1 s106 funding has all been spent within the deadline. Once all invoices have been completed a full report will be issued.**

F20.39 Update on Budget

**The Chairman updated the committee on the budget spend. Although COVID-19 has affected the projected income to the Village Centre, projected spending costs are also reduced due to COVID-19. A full budget review will be conducted at the quarterly review.**

F20.40 To consider the remaining S106 and to consider when to claim it

**The chairman updated the committee: There are four S106 funds left to claim;**

- **Bellway community and play funds**
- **Miller community and play funds**

**The next step is to engage with NSDC and put forward a proposal as to what the council would like to spend the funds on. The strategy working party have requested that third parties put forward cost estimates for a concept for the acres in line with the strategy plan.**

**The committee agreed that the strategy working party should continue their research including engaging with NSDC officials to discuss possible applications of the S106 funds. However, negotiations regarding a formal application for the funds should not be initiated without full council agreement.**

Minutes of the Finance and Risk Committee's Meeting held on  
Tuesday 13<sup>h</sup> October 2020 at 7:00pm

The meeting was held online via Microsoft Teams

Members Present: Cllrs. I Clarke (Chairman), Puddephatt, Dennis, K Clarke  
Also Present: V Arkell (Clerk and RFO), Cllr Purcicoe, ~~Cllr Johnson~~  
1 member of the public was present

F20.41 To receive any declarations of intention to record the meeting other than by Council  
**None**

F20.42 To receive any apologies for absence  
**None – Full Attendance**

F20.43 To receive any declarations of interest  
**None**

F20.44 10 minutes for the public to comment and ask or answer questions about agenda items  
**None**

F20.45 To accept the 16<sup>th</sup> September 2020 F&R Committee meeting minutes as accurate  
**The Council resolved to accept the minutes as accurate**

F20.46 To discuss 2021-2022 Budget Planning  
**After a meeting with Cllr I Clarke, as Chairman of Finance, the Clerk informed the Council that she was working on the budget for 21/22. The Clerk shared her feelings that it was important to “futureproof” the finances as the Council has previously heavily relied on CIL and S106 monies. The Clerk will work together with Cllr I Clarke and the Finance Committee to present a draft budget to the Full Council in November**

F20.47 To discuss/approve using Microshade Cloud Hosting for Rialtas; if approved to then to discuss/approve the quote for cloud hosting  
**This software will support a complete cloud back up of the accounts package and allow the Clerk and Chair of Finance to access the accounts remotely.  
The Council resolved to accept the quote on a 6 month trial basis**

F20.48 To discuss/approve Adobe Software subscription  
**The Council resolved to reimburse the previous Clerk for the Annual Adobe Subscription on the Clerks laptop which has been incorrectly charged to the previous Clerks personal card.**

F20.49 To discuss/approve replacing the lights on trees and Christmas tree if approved to then discuss/approve the quote for replacing the lights  
**The Council resolved to approve the quote for £224 for new Christmas lights and £741 labour/installation cost.  
K Clarke abstained from voting**

F20.50 To nominate a Councillor to complete the quarterly financial review  
**Cllr Puddephatt will complete the quarterly financial review with support from Cllr I Clarke**

F20.51 Items for future Agenda  
**None**

The meeting closed at 7:35

**Minutes of the Finance and Risk Committee's Meeting held on  
Tuesday 12<sup>h</sup> January 2020 at 7:00pm  
The meeting was held online via Microsoft Teams**

Members Present: Cllrs. I Clarke (Chairman), Puddephatt, Dennis, K Clarke, D Purcicoe  
Also Present: V Arkell (Clerk and RFO) and Cllr Healy as a member of the public

F20.52 To receive any declarations of intention to record the meeting other than by council  
**None received**

F20.53 To receive any apologies for absence  
**None received – Full attendance**

F20.54 To receive any declarations of interest  
**None received**

F20.55 10 minutes for the public to comment and ask or answer questions about agenda items  
**No public present**

F20.56 To accept the 13<sup>th</sup> October 2020 F&R Committee meeting minutes as accurate  
**P Purcicoe and J Johnson were present and not recorded on the minutes. With the amendment, the committee resolved to accept the 13<sup>th</sup> October 2020 F&R Committee meeting minutes as accurate**

*J Johnson was not present and the 13<sup>th</sup> October Minutes were amended by resolution at FCM February 23<sup>rd</sup>.*

F20.57 To discuss the CIL/Banking correction  
**The committee discussed, understood and noted the CIL/Banking correction**

F20.58 To discuss S106 and CIL spend to date  
**Two summaries of spend documents were previously circulated. The committee discussed, understood, and noted the S106 and CIL spend to date**

F20.59 To review and discuss the budget spend to date  
**A summary of spend document was previously circulated. The committee discussed, understood, and reviewed the budget spend to date. The committee resolved not to make recommendations to council to move money between budget headings,**

F20.60 To discuss 2021-2022 precept calculations  
**A calculation document created by the Clerk & RFO from the provisionally agreed 21-22 budget was previous circulated. Councillors discussed the options and resolved to recommend to council, that a cash precept of £84,800 is requested, which would result in an increase of 1.91% on the Tax Base of the band D rate.**

F20.61 To nominate a Councillor to complete the quarterly financial review  
**All councillors on the F&R committee volunteered to complete the financial review, the Clerk will create a schedule for the next 3 quarters.**

F20.62 Items for future Agenda  
**None**

**Minutes of the Finance and Risk Committee's Meeting held on  
Tuesday 16<sup>th</sup> March 2021 at 7:49pm  
The meeting was held online via Microsoft Teams**

Members Present: Cllrs. I Clarke (Chairman), Puddephatt, Dennis, K Clarke, D Purcicoe and J Johnson

Also Present: V Arkell (Clerk and RFO) and Cllr Healy as a member of the public

F20.63 To receive any declarations of intention to record the meeting other than by council

**None received**

F20.64 To receive any apologies for absence

**None received – Full attendance**

F20.65 To receive any declarations of interest

**None received**

F20.66 10 minutes for the public to comment and ask or answer questions about agenda items

**No public present**

F20.67 To accept the 12<sup>th</sup> January 2021 F&R Committee meeting minutes as accurate

**The Committee resolved to accept the 12<sup>th</sup> January Minutes as accurate.**

**Cllr Johnson left the meeting**

F20.68 To discuss Farnsfield Parish Councils VAT position at March 2021 and to make decisions for financial year 21/22, including to approve a request for the Clerk to seek further VAT advice if required

**The Committee resolved to move to quarterly claiming.**

**The Committee resolved that the Clerk should research the options to reduce business VAT  
The Committee resolved to allow the Clerk to contact Parkinson's to received further advice about VAT with a budget of £350.**

F20.69 To discuss S106 and CIL spend to date

**The Clerk informed the Council that NSDC had given a 12-month extension to spend the "April 2021 CIL"**

**The Clerk gave an overview of the spend to date and highlighted the importance of the deadline dates of all CIL and S106 monies.**

F20.70 To review and discuss the February financial summary and budget spend to date

**The Financial Summary was discussed and noted by the Committee.**

F20.71 To discuss/approve grant applications received - 1<sup>st</sup> February funding deadline

**The Council resolved to award a grant of £3350 to Farnsfield Pre School to purchase new outdoor equipment.**

F20.72 To discuss/approve the ~~Rialtas Software~~ Microshade contract options

**The Committee resolved to take on the Microshade software for another 6 months.**

F20.73 Items for future Agenda

**None**