

# STOKE -SUB- HAMDON PARISH COUNCIL

Clerk. Mr Neil Bloomfield, Tel: **07545 951 917**  
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## Minutes of the Finance & Resources Committee Meeting 6pm Tuesday 26<sup>th</sup> September 2023 at The Lighthouse, West Street

**Present** Cllr Foley (**ex-officio**), Cllr M Foley, Cllr Phillips (**ex-officio**). Cllr Merrick, N Bloomfield (Clerk)

FG/23/16a Due to the committee chairs absence Cllr Merrick was nominated chair for the meeting

### **FG/23/16 Recording of meetings**

Attention is draw to the Councils policy on recording meetings. This meeting was recorded.

### **FG/23/17 Apologies For Absence**

Apologies accepted from Cllr Burton, Cllr Middleton

**AGREED** Unanimously

### **FG/23/18 Declarations Of Interest**

Standing declarations apply as listed on website and available from the Clerk

### **FG/23/19 Public Questions**

No members of the public were present

### **FG/23/20 Website Hosting**

The Clerk reported that the website domain host, IONOS, had suspended the service which took the councils website off line midnight 23/9/23.

Sect.5.5 of Financial Regs was used by the Clerk to authorise an immediate payment to restore the legally required service. Report to full council as per regulations.

The village/council website [www.stokesubhamdoncouncil.com](http://www.stokesubhamdoncouncil.com) has been hosted by Hugo Fox which has been provided as a free hosting service. From 4/10/23 this will cease. Three pricing bands are available with the mid Silver band meeting the councils needs.

The committee **RESOLVED** to approve the monthly payment of £19.99 to Hugo Fox for continued hosting of the councils website. This would be paid by standing until

**AGREED** Unanimously

It was further **RESOLVED** that a surplus domain name maintained since 2017 but not used was not required and [www.stokesubhamdoncouncil.co.uk](http://www.stokesubhamdoncouncil.co.uk) would not be renewed

**Agreed Unanimously**

### **FG/23/21. Hamdon Youth & Family Centre Funding**

Under the terms of agreements with the HYFC trust an annual management fee (grant) is paid to assist in the running of the Centre. This sum is subject to a biannual review.

It was noted all agreements with outside bodies were under review as part of the financial review conducted by 'Do The Numbers Ltd'.

It was agreed that the clerk write to CYP to clarify why council are paying £6.5k to Hamdon Youth Group for a youth worker employed by CYP and why no service level agreement existed between council and CYP/HYG

It was **RESOLVED** that the Hamdon Youth & Family Centre Trust be asked to provide independently audited accounts for the last year and provide details of future fundraising plans.

**AGREED** Unanimously

### **FG/23/22. Bank and Building Society Accounts**

Blank mandates had now been obtained for the Melton Building Society and Cambridge building Society accounts to enable signatories to be updated. There was a brief discussion relating to the number of signatories required. Under Sec 5.1 of Financial Regulations the RFO will submit the banking mandate to council for the approval of 3 signatories as follows: Parish Clerk, Cllr Foley (Chair of Council) and Cllr Merrick.

**AGREED** Unanimously

### **FG/23/23. Internal Audit Report**

The recommendations of the internal auditors report were discussed. Many issues have been addressed with others ongoing. Full council asked to note the continuing work and note the report attached to these minutes (below).

**AGREED** Unanimously

### **FG/23/24 Unit 7 North Street Workshops-Lease**

Committee considered a small business agreement (lease) between HRH The Prince of Wales and Stoke sub Hamdon Parish Council. The 2 year lease for unit 7 North Street Workshops had been discussed at full council (23/135) who authorised The Clerk and Chair of Council to sign on behalf of council subject to Finance & Resources consideration. It was **RESOLVED** to approve the lease which was signed and witnessed by the Vice Chair of Council.

**AGREED** Unanimously

It was further resolved to make a £100 donation to AWASA (Augusta Westland charity) in recognition of a contribution of a large office desk, filing cabinet and two chairs.

**AGREED** Unanimously

### **FG/23/25. Leases, Trust agreements, charges & Fees**

To consider the independent report on Council project spending, accepted in full by council (23/167) and its recommendation to fully review all council leases and tenancies including value for money of all grants and leases. It was **RESOLVED** the Clerk would circulate all trust, lease, management agreements with any associated charges, fees and other costs to committee before the next meeting for consideration.

**AGREED** Unanimously

### **FG/23/26 Budget Monitoring**

To consider the predicted budgetary position to actual spend. The committee **RESOLVED** that the RFO should submit the 6 month budget comparison to full council 4/10/23.

**AGREED** Unanimously

## **FG/23/27 Budget Setting 2024/2025**

To consider the future budgetary requirements of council and agree a calendar of meetings The Finance & Resources Committee **RESOLVED** to meet 10/10/23 to consider any changes required in the budget and that council be asked to consider future spends and projects with an indication of capital cost. The committee agreed to meet as necessary with a first draft presented to full council 8/11/23

**AGREED** Unanimously

## **FG/23/28 Future Projects**

The committee considered future projects but considered essential works on the floor at the Hamdon Youth & Family Centre were a priority. It was agreed to seek professional guidance on what works were required to allow budgeting. The Clerk has found a funding source which could cover these costs.

### **Future projects:**

Speed camera High Street/West Street  
Historic Street lighting at The Cross  
Changes to road layout in village  
Christmas lights-Memorial Hall  
CCTV

It was **RESOLVED** that council be asked to consider these projects and others that maybe presented and then assess budgetary implications.

**AGREED** Unanimously

Date of next meeting 10<sup>th</sup> October 2023