

MEMBERSHIP:

Cllr A. Doherty
Cllr T. Hing
Cllr R. Harrison
Cllr J. Sanford
Cllr C. Foxall
Cllr S. Boulton (ex-officio)
Cllr J. Frank (ex-officio)



**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 7th August 2018**

Present: Cllr Doherty Cllr Foxall Cllr Frank
Cllr Hing Cllr Sanford Cllr Harrison

In attendance: Vanessa Lawrence (Clerk), Cllr Morgan, Sue Crowley (part), Cllr Roberts (part)

- F015 18/19 Apologies for absence**
Apologies were received from Cllr Boulton
- F016 18/19 Declarations of Interest in Items on the Agenda**
None received but Cllr Hing wished to record his abstention from any vote taken regarding Item F023
- F017 18/19 To approve the Minutes of the Finance meeting held on 5th June 2018**
It was **RESOLVED** to approve the Minutes of the Finance meeting held on the 5th June 2018 as a true and accurate record of the proceedings. Proposed Foxall, seconded Cllr Harrison – 5 in favour, 1 abstention.
- F018 18/19 Clerk's and Chairman's Report**
None

ACTION: Clerk will release funds when required.

- F019 18/19 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**
It was **RESOLVED** to adjourn the meeting for Public Participation – all in favour.

Cllrs agreed to bring forward Item F025- all in favour.

F025 18/19 To consider and agree to release funds from Earmarked Reserves for Phase 2 of the Palmer Hall project (Refit Male & Female Toilets and Entrance Hall)

Palmer Hall had submitted all necessary paperwork relating to this project which was validated by the Committee. Following debate, it was **RESOLVED** to release funds from Earmarked Reserves when required (£10k), to assist with the refurbishment works. Proposed Cllr Frank, seconded Cllr Sanford – all in favour.

F020 18/19 To agree to reconvene the meeting following Public Participation (if applicable).

It was **RESOLVED** to reconvene the meeting – all in favour.

F021 18/19 To receive latest accounts

The latest accounts were received. Cllr Sanford queried some figures and explanations were given and received. No further comments were received.

F022 18/19 To approve reconciliation to end of June 2018

It was **RESOLVED** to approve the reconciliation to the end of June 2018. Proposed Cllr Hing, seconded Cllr Foxall – all in favour.

F023 18/19 To consider and agree grant applications for the Community Grants funding (Cllrs page of website).

Two grants applications had been received both of which were discussed at length. It was agreed that no decision would be made at this time as it was felt that it would best to discuss these applications with the applicants in person beforehand. The Clerk was asked to arrange a meeting with each of the applicants. This item would be deferred to the next Finance meeting.

ACTION: Clerk to contact applicants

F024 18/19 To consider and agree grant request from Bettina Harvey (Fairford Charity Gift & Craft Fair – 6th October 2018).

Cllr Hing explained the background of this request which is to raise funds for two sick children who live in Fairford. It is hoped that this event will become a regular annual event in the Town. Following discussion, it was **RESOLVED** that the amount requested - £154.22 should be awarded to Bettina Harvey towards her expenses for setting up this event. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.

ACTION: Clerk to arrange payment

**F025 18/19 To consider and agree to release funds from Earmarked Reserves for Phase 2 of the Palmer Hall project (Refit Male & Female Toilets and Entrance Hall)
(See above)**

F026 18/19 To consider and agree revisions to Financial Risk Register – (Cllrs page of website)

The Clerk presented the revised copy for consideration and the Chair asked Members go through the document and fill in the 'Impact' column and amend last column if necessary. This item to be deferred to the next Finance meeting to allow Cllrs. time to access the document and report back.

ACTION: Clerk to add this item to the Agenda for the next Finance meeting.

F027 18/19 To consider and agree any revisions to Earmarked Reserves (Cllrs page of website).

Following receipt of the Chairman's report it was **RESOLVED** that no revisions were required, but this would be reviewed again if necessary within the next 6 months. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

F028 18/19 Update on banking arrangements

The Chairman reported that the process of opening a new bank account with HSBC was taking a long time to complete. The Clerk reported that all the paperwork has been completed and returned to HSBC and it was as a result of stringent banking checks that this was taking so long to complete.

F029 18/19 Other matters the Chair considers urgent

None.

Date of next meeting 4th September 2018

There being no further business the meeting closed at 8.45pm

.....Chairman

.....2018