

Hinton Parish Council **Finance** Meeting held on
Tuesday 2nd March 2021 Via Zoom
7.00 pm

MINUTES

In Attendance - L Yeomans Jenkins (Clerk)
P Marsh
D Beard Cllr Birnie attended as a Parishioner.
M Fryer (Chair)
P Jenkins

1. **Apologies & Absence** – None Received
2. **Declaration of interests on agenda items**- Cllr Jenkins declared an interest in Item 5 Staff cost.
3. **Minutes of the last meeting held on February 2nd 2021** were taken as read they were agreed to be a true record, Cllr Jenkins proposed this, Cllr Marsh 2nd. All agreed.
4. **Budget Review- Noted by all.** Clerk informed Committee of a large water invoice that will be due for payment soon. Severn Trent passed business accounts onto water Plus and we are still waiting. Clerk has been chasing this up.
5. **To approve payments –**

Staff Costs £1360.67	Phone £16.58 (DD)
HMRC £271.62	Zoom £14.39
LGPS £454.59 (DD)	SLCC £10.00
R Griffiths £120.00	Internal Audit £195.00 (GAPTIC)
Viking £90.53	

The above payments were agreed to be paid, Cllr Marsh Proposed this, Cllr Fryer 2nd. **Carried**

Cllr Jenkins did not vote on Staff cost.

Payments for next Financial Year 2021/22 -SICC £144.00 Was agreed to be Paid.

6. **Notice Boards**-It was proposed by Cllr Jenkins to purchase four A3 notice boards (Approx. £70 each) to be placed on the three allotment sites. (two at Sanigar) After a short discussion, Cllr Marsh 2nd this, all agreed, motion carried. It was proposed by Cllr Marsh to purchase the post and cement locally and use petty cash. Cllr Beard 2nd this **carried**.
7. **Mail Merge update**- The Clerk would like the Finance Committee to consider purchasing Allotment Software (for use by the proper officer only), to bring the Council forward and to make life slightly easier for the Clerk and any future Clerk.

Date

Sign

452.

The Clerk told the committee how it would work etc. After a lengthy discussion Cllr Beard proposed that the software package is purchased, Cllr Marsh 2nd this. All in favour. **Carried.**

8. **Business Plan-** Due to work commitments the business plan has not been completed. The Clerk hopes to have all the information available at next Finance meeting. **Noted by all.**
9. **Litter Bins-** It was proposed to move two litter bins in the park area and place one over by the fitness equipment and one up to the triangle. Cllr Beard Proposed this, Cllr Marsh 2nd. **All Agreed.** Cllr Beard also proposed that a frog bin is purchased to put near the toddle area. Cllr Marsh 2nd this. All in favour **Carried.**
10. **To carry out internal controls, check bank reconciliation /statements and sign. Cannot complete due to Covid 19. To met up after lockdown for internal controls and signing of documents.**
11. **Next meeting April 6th 2021**

With no further business to be transacted the meeting closed at 8.00pm

Date

Sign

453.