



Studley Parish Council

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NOTICE OF MEETING

**The Finance Committee meeting will be held on
Tuesday 10th October 2023 starting at 6pm
in the Council Chamber, Studley Village Hall, High Street B80 7HJ**

Members of the Finance Committee are hereby summoned to attend the meeting.

Signed

Liza Rose
Clerk/RFO

Date 5th October 2023

AGENDA

1. **Welcome from the Chairman.**
2. **Apologies**
To receive apologies from absent members and record the reason for absence.
3. **Declarations of Interest**
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
 - a) Keep their Register of Interests form up to date
 - b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda, and the nature of those interests.
4. **To record any grant of dispensation following declaration of DPI or ORI**
Any member with a DPI or ORI may seek dispensation to remain in the meeting, speak and vote. Such request must be submitted to the Clerk in writing before the meeting starts.
5. **Public Forum**
Members of the public are welcome to address the committee with regard to items on the agenda or for consideration at future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person; the forum will last for no longer than 15 minutes subject to the Chairman's discretion.
6. **Approval of draft minutes from previous meeting**
Draft minutes of the committee meeting held 13th June 2023, pgs 3-5
7. **To review the annual budget for 2023/24 – Copy circulated separately.**

8. For discussion and agreement

- a) To review and agree an automated booking system for hall bookings – report 23-008 circulated separately.
- b) To review and agree an automated payment system for bookings and deposit refunds – report 23-009 circulated separately.
- c) To agree to setting up new direct debits for village hall facilities – list provided separately.
- d) To receive, review and agree costs relating to emergency repairs to the village hall floor.
- e) To review and agree the cost of £1520.00 (excluding VAT) for the installation of Christmas lights 2023.

9. To discuss and progress the Street lighting contract for 2024/25 financial year.

10. To note the next date and time of the next Finance Committee meeting 12th December 2023.



Studley Parish Council
Minutes of Finance Committee
Meeting held 13th June 2023, 7pm
Council chamber, Studley Village Hall

Committee members present

Cllr David Collett, Chairman
Cllr Jill Beard, vice- Chair, Cllr Colin Summers,
Cllr Phil Hunt
Cllr Penny Hunt *ex officio*

In attendance

Liza Rose, Clerk/RFO.
Katharine Walters, Clerk.

- F 23/001 Agenda item 1: Election of Finance Committee Chairman.**
Members voted on a secret ballot and it was agreed to elect Cllr David Collett as Chair.
- F 23/002 Agenda item 2: Apologies.**
Cllr M Osborne.
- F 23/003 Agenda item 3: Declarations of Interest.**
Cllr Phil Hunt item 10b - ORI
- F 23/004 Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.**
None requested.
- F 23/005 Agenda item 5: Election of vice-Chair.**
Members voted on a secret ballot and it was agreed to elect Cllr J Beard as vice-Chair.
- F 23/006 Agenda item 6: Public Forum**
A member of the public reported issues with slabs in the Cemetery.
- F 23/007 Agenda Item 7: Approval of draft minutes from previous meeting**
RESOLVED to approve the minutes of the committee meeting held 25/04/2023 as a true record of proceedings. **Amendment agreed to add Cllr Collett as attending the meeting.*
- F 23/008 Agenda Item 8: To note receipt of the first half of the SPC precept**
Members noted the receipt of £115,065.50

F 23/009 **Agenda item 9 To receive and note a copy of the budget review report**
Members received and noted a copy of the budget review report.

F 23/010 **Agenda item 10 For discussion and agreement -**

- a)** Quotations for maintenance work at the bungalow.
It was **agreed** to proceed with work to carry out moss and guttering clearance, including repairs and loft insulation after members considered quotations received.
- b)** Brickyard Lane enquiry received, regarding using the area for sport.
Delegation was give to the **Clerks** to research lease opportunities.
- c)** To consider costs for required cemetery training.
It was **agreed** to arrange cemetery training with the ICCM at a cost of £850 plus VAT and to arrange buffet provisions for attendees.
- d)** Quotation for a new laptop and increased memory on another machine.
It was **agreed** to proceed with the order of one new laptop, one memory upgrade to a second laptop and one new keyboard.
- e)** To agree a date to discuss the streetlighting contract.
It was **agreed** to add Cllr P Hunt to the Streetlighting working party and that the Clerk would arrange a meeting for members of the working party.
- f)** To discuss hedge trimming outside the Village Hall and the dates scheduled for hedge trimming around the Recreation Ground.
It was **agreed** that the Clerks would write out to a contractor for ad-hoc hedge trims outside of the village hall. The Clerks would obtain hedge trimming dates for the hedge trimming around the recreation ground.
- g)** To consider costs for the repair of the perimeter fence and gates at the Recreation Ground, Crooks Lane.
It was **agreed** to accept a quotation of work provided by P Bennett.
- h)** To consider purchasing the following assets –
 - i) Noticeboards
 - ii) Bins
 - iii) Fencing

iv) Bus stop

Items i to iv were considered simultaneously. Members requested quotations to be gained for further consideration.

F 23/011 Agenda item 11 – To resolve to close the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating the recovery of assets.

It was agreed that Cllr P Hunt would recover assets belonging to the Parish Council from a member of the public

Meeting Closed 8:55pm

Signed Date.....
Chairman, Finance & Staffing Committee