



## Studley Parish Council Minutes of Finance Committee Meeting held 10th October 2023, 6pm Council chamber, Studley Village Hall

**Committee members present** Cllr David Collett, Chairman  
Cllr Colin Summers,  
Cllr Phil Hunt,  
Cllr Mike Osborne *ex officio*

**In attendance** Liza Rose, Clerk/RFO.  
Two members of the public.

**F 23/012** **Agenda item 1: Welcome from the Chairman**  
The Chairman welcomed everyone to the meeting.

**F 23/013** **Agenda item 2: Apologies.**  
Cllr Penny Hunt.

**F 23/014** **Agenda item 3: Declarations of Interest.**  
None

**F 23/015** **Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.**  
None requested.

**F 23/016** **Agenda item 5: Public Forum.**  
None

**F 23/017** **Agenda Item 6: Approval of draft minutes from previous meeting.**  
Draft minutes of the committee meeting held 13<sup>th</sup> June 2023 were approved and signed.

**F 23/018** **Agenda Item 7: To review the annual budget for 2023/24 – Members reviewed** the annual budget. It was agreed that the Clerk would request budget requests from each working party and committee which would then be collated and reviewed by full council.

**F 23/019** **Agenda Item 8: For discussion and agreement**

- a)** To review and agree an automated booking system for hall bookings – report 23-008 circulated separately.

Members **agreed** the purchase of Hallmaster software at £199 per annum after receiving and reviewing a recommendation report.

- b)** To review and agree an automated payment system for bookings and deposit refunds – report 23-009 circulated separately.

Members **agreed** to set up and use Stripe automated payments for receiving booking income, deposit refunds and to take general online/card payments where required.

- c) To agree to setting up new direct debits for village hall facilities – list provided separately.

Members **agreed** to direct debits being set up to the following companies;

Supplier	Description
British Gas – Gas and Electric Acc	Village Hall energy costs
Everflow	Water supply to Village Hall
Stratford District Council	Village Hall non domestic rates
TTS	Broadband & phone for PC and Library.

- d) To receive, review and agree costs relating to emergency repairs to the village hall floor.

Emergency floor repairs were **agreed** by members at a cost of £3,895.00 excl VAT.

- e) To review and agree the cost of £1520.00 (excluding VAT) for the installation of Christmas lights 2023.

It was **agreed** that the Clerk would raise a purchase order for the value of £1520.00 excl. VAT for the testing, installation and removal of the Christmas lights 2023.

**F 23/020      Agenda item 9 To discuss and progress the street lighting contract for 2024/25 financial year.**

Members of the street light working party had created a tender document which should be finalised at their next meeting, ready for presentation to the council. It was agreed that the Administration Officer would join the working party and be present at the next working party meeting.

**F 23/021      Agenda item 10. To note the date and time of the next Finance Committee meeting – 12th December 2023.**

**F 23/022**

Meeting Closed 7:02pm

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