



Studley Parish Council

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NOTICE OF MEETING

**The Finance Committee meeting will be held on
Tuesday 6th February 2024 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 1st February 2024

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 10th October 2023 pgs 3-4
- 7. For discussion and agreement**
 - a) To discuss recommendations and update received from LPR for Asset Register.
 - b) To discuss and agree Cyber Insurance Quotation received from Arthur J Gallagher – circulated separately.
 - c) To discuss the Grounds Maintenance Contract which ends on 31st March 2024.

- d) To discuss Insurance questionnaire in preparation for renewal.
- e) To agree to the purchase of new IT equipment – quotation circulated separately.
- f) To review the current 2023/24 budget.
- g) To re instate quarterly book keeping checks.

8. To agree to write off unpaid allotment rents dating back to November 2023, totalling £171.00.

9. To discuss and review the SPC Risk and Internal Controls document/s. – circulated separately.

10. To note the next date and time of the next Finance Committee meeting – 9th July 2024 at 6:30pm.



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 13th 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