

Finance, Administration and Communication Group - Report to Parish Council

Date of meeting	22 nd May 2020 by Zoom
Attendees	Adrian Bagg (chair), Linda Dunn, Chris Morris, Nick Richmond
Budget and Monthly accounts	It will be recommended to the PC that expenditure should be recorded into the accounts as and when it is incurred rather than when it has been authorised for payment as this will give a better view of expenditure each month. If an expenditure is held up subsequently for any reason by the PC, it will be removed until approved. Authorisation for payment will remain as it is currently. It will be recommended to the PC that they authorise the Clerk to use electronic banking to make payments more efficient. Linda and Nick will propose an update to the Financial Regulations and Standing Orders to the PC to facilitate this. This will also facilitate the easy transfer of funds between the current non-interest-bearing and interest-bearing accounts which the PC holds to ensure best stewardship of funds – albeit at low interest rates. It will be recommended to the PC that the Clerk maintain a project schedule to show the timing and allocation of monies approved by the PC to various projects and the lead member for that project. This will help us keep track of progress, expenditure and available budget during the year. This will be presented at each meeting and made available on the website.
Balfour Beatty contract	It was decided that Nick and Adrian will write to William Wilding, copying Yvonne Coleman and HALC asking for clarity on the duties of BB regarding services that should be provided by them to the parish – i.e. a starting point for performance/compliance. Once this is clear, we can start to look at value for money and/or extra services that the PC should be providing.
Litter pick kits	It was decided that Adrian will source quotes for litter pick sticks and tabards and that Nick will ask HC/BB for a supply of suitable sacks for litter picking. A guidance safety card will be drafted by Adrian. A supply of these items will be maintained by Linda at her house and an article will go onto the website and into Weston News for people to be able to borrow these and clear up an area as and when they want to at their own risk. (post meeting - Adrian will write a draft). Nick will check that there is no change needed to our insurance cover as this is facilitating volunteers, not assuming responsibility for them.

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Website	Nick will ask the current supplier (a) if we have embedded analytics in the site and if so how to access the results and (b) if not, how much would it cost to included simple Google Analytics code within the site. Adrian will circulate a simple questionnaire to all Councillors to explore what people currently like about the WUPPC website and what they would like to see changed / improved. We can then create a plan for improvement, which is likely to include other members of this group to have access to update the site rather than always relying on the Clerk.
Review of Policies	It was decided that Nick will draw up a Register of Policies to include the policy, the owner, the last review date and the next review date which will ensure completeness and currency of our policies. It was decided that we will review the Financial Regulations and changes for e-banking first by email, then the Standing Orders and Code of Conduct (July).
Frequency of meetings	It was decided that the Finance, Administration and Communication Group will meet every other month, with additional meetings if needed. It was decided that we will start the 2021/22 budget process in September 2020 when Councillors will be asked for their submissions for both ongoing and project costs for that year. This will enable a draft budget to come to the November Council meeting and for it to be approved in the December 2020 Council meeting.
AOB	A question was raised regarding accessing S106 monies held by HC, with particular reference to money for play equipment, works on the A40 and recycling. Linda will write (again) seeking to get a clear answer on this as we need to ensure (a) how much of the A40 works are from S106 monies / will funds remain and (b) that procurement of playground equipment can commence.
Next meetings	11.00 am 25 th June by Zoom (regardless of lockdown) 27 th August 11.00 am – tbc 29 th October 11.00 am – tbc 26 th November 11.00 am – tbc – budget 31 st December 11.00 am – tbc 25 th February 2020 – 11.00 am - tbc