



## MINUTES

**Minutes the meeting of Binsted Parish Council Finance & Governance Committee on Tuesday 11<sup>th</sup> July 2023 @ 11am at the Pavilion.**

**Finance Committee members: Cllr Melvin (Chair of Finance), Cllr Geoff Clarke, Sally Laker (RFO), Mike Mordecai (Clerk).**

1	<b>Apologies for Absence</b> - None
2	<b>Finance Committee Minutes</b> approved from June 2023
3	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Bank reconciliation to 31<sup>st</sup> June 2023 approved by all. No CC reconciliation as the bill will not arrive until later in July. Cashflow/forecast out-turn reviewed. VAT refund of £6,786 be sent today and likely to be received in July.</li> <li>• Authorisation agreed to transfer money from deposit account to current account to ensure sufficient cashflow until second tranche of precept funds received.</li> <li>• Community Climate Action funding of £6,511 is due from EHDC within the next week or so.</li> <li>• VAT Return to be done at the end of June by RFO</li> <li>• RFO enquired as to whether Full Council Meetings (FCMs) could be moved to later in the month to be better aligned for producing month-end finance reports and reconciliations</li> </ul> <p>Action: Clerk and RFO: Develop a 1-page income and expenditure report for earmarked and other projects  Action: Clerk to transfer money from deposit account to current account  Action: Clerk to review Finance Section of website  Action: Clerk to review if Community Climate Action funding of £6,511 has been invoiced  Action: RFO to complete VAT Return  Action: Cllr Melvin to raise moving FCM dates later in month with other councillors</p>
4	<p><b>Bank update</b></p> <ul style="list-style-type: none"> <li>• Credit Card details have been compromised, and card has been used fraudulently. Card has been stopped and we have completed the fraud return for the refund.  [Post Meeting Note: Refund has been agreed and credited on July's statement]</li> <li>• It was agreed that Clerk Lisa Spindler should be removed from the account and new Clerk Mike Mordecai added. Cllr Eldridge and Cllr Lock will be added as authorisers and Cllr Hall removed. New users and removing old users will take some time, as will obtaining a new Credit Card.  [Post Meeting Note: Unity Bank have returned forms as incomplete, so we will have to start process again. Cllr Hall has agreed to stay on as an authoriser until this process is complete]</li> </ul> <p>Action: Clerk to re-start banking forms process.</p>

5	<p><b>Grants &amp; CIL funding.</b></p> <ul style="list-style-type: none"> <li>• It was agreed that BPC should take the £18,799 CIL funding from EHDC.</li> <li>• We understand that further guidance will be available in July re S106 funding.</li> <li>• It was agreed to investigate whether it was possible to use unallocated CIL funds from EHDC and SDNP to cover the container spend- originally we had planned to earmark £7,087 as match funding towards Strategic CIL transport bids for Frith End and Blacknest traffic calming. This sum can be earmarked in the next round of incoming CIL, therefore enhancing our general reserves.</li> <li>• EHDC advised that the councillor grant for the First Aid Course was not possible. It was agreed to investigate whether it could be funded from other grant pots.</li> <li>• Whitehill/Bordon CIL funds were discussed but no update has been received from EHDC.</li> <li>• Holt Pound - BPC need to get a quote for surveying the area before we can apply to Cllr Ashcroft and Cllr Kemp-Gee for their District/County Councillor Grants.</li> <li>• Discussion regarding whether a trailer would be a useful item for the Fete/parish/ Blacknest Fields and how this could be funded.</li> </ul> <p>Action: Clerk to continue investigating whether CIL can be used for the costs of the containers</p> <p>Action: Clerk to research the new funds CIL due from SDNP</p> <p>Action: Clerk to research suppliers and obtain quotes for Topographic Survey [Post Meeting Note: EHDC have revised their decision and the councillor grant can be used for the First Aid Training]</p> <p>Action: Cllr Melvin to establish cost of trailer.</p> <p>Action: Clerk and Cllr Melvin to update summary of available grants and projects against which these could best be used.</p>
6	<p><b>Holt Pound Oval/Blacknest Fields Charitable Trust</b></p> <ul style="list-style-type: none"> <li>• It was agreed that Lisa Spindler should now stand down as a Trustee of the Charitable Trust, and the RFO and new Clerk be added. This would have to be agreed formally at an AGM. AGM date agreed: 11am on Tues 8<sup>th</sup> Aug.</li> <li>• It was noted that finances for Oval and Blacknest Fields will be managed as separate financial entities.</li> </ul> <p>Action: Co-opt RFO and new Clerk as Trustees, remove Lisa Spindler and sign off 22-23 accounts and bank reconciliations</p> <p>Action: Cllr Melvin to look at whether an additional volunteer may wish to become a trustee to represent Blacknest Fields. (In due course, a Trustee to represent Oval will also be sought, but this not yet required as no financial transactions.)</p> <p>Action: Cllr Melvin to further explore grant funding options for Blacknest Fields ongoing site maintenance and planned projects.</p>
12	<p>Next Finance meeting is to be held at 11am at the Pavilion on 19<sup>th</sup> Sep.</p>