



## MINUTES

**Confirmed Minutes the meeting of Binsted Parish Council Finance & Governance Committee on Tuesday 26<sup>th</sup> Sep 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 11 Jul 2023
3	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Original new signatories forms not processed by Unity Trust Bank. Clerk has resubmitted. Action: Clerk to follow up with bank.</li> <li>• Credit Card reconciliation not required as CC not in use- see above item. Action- Clerk to contact CC company to enable refund on credit owed (promised refund last month did not appear on last statement).</li> <li>• Community Climate Action funding of £6,511 Purchase Order now received. Action- Clerk to resend Invoice with PO number.</li> </ul> <p>Actions from last meeting: Action: Clerk and RFO: Develop a 1-page income and expenditure report for earmarked and other projects- <b>In progress</b> Action: Clerk to transfer money from deposit account to current account- <b>Completed</b> Action: Clerk and RFO to review Finance Section of website- <b>Completed</b>. Annual tabs now updated with correct information. Action: Further review of best practice published information to be completed. <b>Ongoing</b> Action: Clerk to review if Community Climate Action funding of £6,511 has been invoiced- <b>Completed</b> PO number now received, and invoice re-sent with PO. Action: RFO to complete VAT Return- <b>Completed</b> Action: Cllr Melvin to raise moving FCM dates later in month with other councillors. <b>Completed</b> and FCM date now moved to second Tues of month.</p>
4	<p><b>Bank update</b> See Matters Arising</p>
5	<p><b>Grants &amp; CIL funding.</b></p> <ul style="list-style-type: none"> <li>• Bridleway 41 bid has been drafted but Chair was awaiting contractor quotes. Two quotes have now been received, that both meet the ITT. It was agreed that Katie Poulson's quote provided the best value and would be used for the bid.</li> <li>• Other quotes for minor work at Blacknest quotes were approved.</li> <li>• South Downs National Park have agreed to fund a significant part of the Blacknest Fields pond project (£2K short of full cost).</li> </ul>

	<ul style="list-style-type: none"> <li>• Grant offers from County Cllr Kemp-Gee and District Councillor Ashcroft and have been received for the Holt Pound Oval survey. Cllr Davies has offered a grant for repairing HPO fencing.</li> <li>• The grant towards a speed camera has been submitted, but with installation and future running costs currently unknown, it was agreed to continue pursuing the bid alongside further investigations, with a final decision to be postponed until clarity is obtained on a number of key issues and full/ongoing costs are understood.</li> </ul> <p>Previous Actions:  Action: Clerk to continue investigating whether CIL can be used for the costs of the containers- <b>Ongoing</b>  Action: Clerk to research the new funds CIL due from SDNP- <b>Ongoing</b>  Action: Clerk to research suppliers and obtain quotes for Topographic Survey- <b>Ongoing</b>  Action: Cllr Melvin to establish cost of trailer- <b>Ongoing</b>  Action: Clerk and Cllr Melvin to update summary of available grants and projects against which these could best be used- <b>Ongoing</b></p>
6	<p><b>Holt Pound Oval/Blacknest Fields Charitable Trust</b></p> <ul style="list-style-type: none"> <li>• AGM date planned for August needs to be re-arranged due to unavailability of key personnel.  <b>Action:</b> Clerk to arrange new date. [Post Meeting Note: Arranged 11am Friday 24<sup>th</sup> Nov]</li> <li>• New Blacknest Field grazing contract agreed and signed</li> <li>• Updated Blacknest Fields access strip agreement sent to resident concerned.  <b>Action:</b> Follow up with other party to complete agreement.</li> </ul> <p>Previous Actions:  Action: Co-opt RFO and new Clerk as Trustees, remove Lisa Spindler and sign off 22-23 accounts and bank reconciliations. <b>Ongoing</b>  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.) <b>Completed</b>  Action: Cllr Melvin to further explore grant funding options for Blacknest Fields ongoing site maintenance and planned projects. <b>Ongoing</b></p>
7-11	Discussions and Actions covered in earlier agenda items.
12	<b>Next Finance meeting is to be held at 11am at the Pavilion on Mon 13 Nov</b>
13	AOB Action: To review whether there might be grants available for screening at the proposed Veolia anaerobic digester facility