

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD  
VIA ZOOM ON MONDAY 24<sup>th</sup> AUGUST 2020 AT 7pm**

**Present:** Cllrs H West, C Denny, S Real, R Watts, A Parr, J Hay, K Clifford, E Jones, J Gardiner and P Arnott.  
Also S Haines (clerk)

**Members of public:** 4

*Request that those who are recording declare so and conform to standing orders and GDPR legislation (states the public entitled to anonymity so need to know if meetings are being recorded to exercise that right).*

- F20/08/50** Apologies for absence – Cllr Turner (unwell) Cllr Pady (technical issues)  
**F20/08/51** **The Minutes of the Finance Committee Meeting held on 27<sup>th</sup> July 2020 (Appendix H) to be approved.** Proposed by Cllr Clifford, seconded by Cllr West and agreed by all.  
**F20/08/52** **Matters arising from the minutes.** None  
**F20/08/53** **Declaration of Interests.** None  
**F20/08/54** **Democratic Period** – opportunity for public questions & comments. No members of the public wished to speak.  
**F20/08/55** **Balanced Accounts for the period 1<sup>st</sup> – 31<sup>st</sup> July 2020** emailed out to all. Accepted.  
**F20/08/56** **Accounts to be presented for payment**

**BACS** Mrs S Haines Salary 840.54 Overtime of 8 hours 92.00 Zoom Subscription for August 11.99 VAT 2.40 Colyton Pharmacy 3.73 VAT 0.75. Minus pension contribution 45.00. **Total 906.41 pounds.**  
**BACS** Mr J Rollings Salary 889.61 Mileage 69 miles at 0.45p 31.05 Poundstretcher – bin bags 3.87 Toolstation – Wonder wipes 4.98 VAT 1.00 Minus pension contribution 80.00. **Total 850.51 pounds.**  
**BACS** HMRC PAYE 227.40 NI Employee 50.94 NI Employer 75.14. **Total 353.48 pounds.**  
**DD** Nest Pension Employee contribution 125.00 Employer contribution 29.53. **Total 154.53 pounds.**  
**BACS** Mr C Hill Printing of Standing Orders and appendices 21.00 Assembly into folders 5.00. **Total 26.00 pounds.**  
**BACS** Mr Fitzpartick Cleaning two playparks whilst John on holiday. **Total 70.00 pounds.**

\*The Payment under Mrs S Haines – Colyton Pharmacy was purchasing equipment for Mr Fitzpatrick to safely clean the playparks whilst John is away.

The above accounts were approved for payment, proposed by Cllr West, seconded by Cllr Jones and agreed by all.

- F20/08/57** **Amount payable to the Axe Valley ring and ride – \$137 amount for this year is £8.32 per elector, therefore the amount we can donate under this clause this year is £108.16.** Cllr Watts proposed we pay this, seconded by Cllr Gardiner and agreed by all, Cllr Jones stated that we should explain to them why the amount differs from last year's donation, clerk agreed to communicate with the organisation.
- F20/08/58** **Data protection renewal – fee of £40 or £35 if made via Direct Debit.** Cllr Gardiner explained that this is an annual fee which we will need to pay every year so setting up the direct debit would save us a little bit of money. Cllr Watts proposed the direct debit be set up, seconded by Cllr Gardiner and agreed by all.
- F20/08/59** **Quote for tree lopping at PMPF.** Not yet received – this will be moved forward to the full CPC meeting in September.
- F20/08/60** **Quote for replacement sign at the cemetery of £32.** Cllr Watts proposed we accept this quote, seconded by Cllr Jones and agreed by all, the second sign further up the wall towards the end of the Cemetery should be removed.
- F20/08/61** **Quote from Andy Hurford to clear the overgrown grass at the Community Woodland Meadow of £30.** Cllr Watts proposed we accept this quote, seconded by Cllr Gardiner and agreed by all.
- F20/08/62** **Clerks temporary replacement.** Cllr Parr proposed this be spoken about in committee as it has financial and legal implications, seconded by Cllr Watts and agreed by all.
- F20/08/63** **Approval needed for Cllr Jones to attend the traffic group meeting on 7<sup>th</sup> Sept on behalf of the Parish Council.** Cllr West proposed that the Council approve Cllr Jones going to the meeting on behalf of the CPC and also proposed that he be permitted to take Cllr Cliffords place on the Traffic Group as he has now stepped down. This was seconded by Cllr Gardiner and agreed by all, clerk to inform Cllr Martin Shaw.
- F20/08/64** **Kittles Trust – DCC have claimed no ownership, John Mills has volunteered to do further research on behalf of the PC.** Cllr Jones has volunteered to work with Mr Mills as this is a Parish

Council matter, not a Feoffees one and so the PC should take the lead. Cllr Arnott proposed that the PC gratefully accept Cllr Jones offer to work alongside Mr Mills to investigate into the trust, this was seconded by Cllr West and agreed by all.

**F20/08/65** **Anything brought to the Chairs attention after the agenda published to be noted.** Cllr Denny pointed out that there is a dangerous bench up at the picnic site which is in need of repair, John is on holiday and does not return for another week. Cllr West volunteered to go up to the site and surround the bench with hazard tape to warn the public that the bench should not be used until John can fix it. Cllr Parr pointed out that tomorrow is the deadline for all tenders to be in for the Stafford Cross tenancy, the PC is not due to meet again until 14<sup>th</sup> September and an answer will have to be given before then, it was decided that the PC will hold an extraordinary meeting tomorrow night (25<sup>th</sup> July) to discuss this. Clerk to email out Zoom details and all tenders to Councillors before the meeting so everybody has all the required information.

**F20/08/66** **Dates of next meeting**  
**Full CPC Meeting – Monday 14<sup>th</sup> September (clerk on holiday)**  
**Finance & Planning Meeting –Monday 28<sup>th</sup> September.**

Meeting closed 19:35.