

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE FINANCE & ESTABLISHMENT COMMITTEE HELD AT 8.04pm ON THURSDAY 18 JUNE 2020 VIA ZOOM

PRESENT

Cllrs: Miss G Reynolds (Chairman)
Mr S Neville
Mrs S Patel
Mr N Wright
Mr S Clark

In attendance: Mrs K Lumb (RFO/Deputy Clerk)
Mrs E Petyt-Start (Clerk)

Press; Mr D Jackman

001/20 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Reynolds, seconded by Cllr Patel and unanimously AGREED that Cllr N Wright be elected Vice-Chairman of the committee.

002/20 APOLOGIES FOR ABSENCE

There were apologies for absence from: Cllr Watson.

003/20 DECLARATIONS OF INTEREST

There were no declarations of interest from members in any item on the agenda.

004/20 MINUTES

The minutes of the meeting held on the 12 March 2020, circulated, were approved and the Chairman authorised to sign them, subject to the minutes being restated to remove Cllr Mr S Neville from the Councillor present list.

005/20 PUBLIC PARTICIPATION

There were no representations from the member of the public.

006/20 CHAIRMAN'S AND CLERK'S COMMUNICATIONS

There were no communications to report

007/19 FINANCE

1 A report of the Council's financial position as at 31 March 2020, circulated, received the following update from the RFO:

There were 5 carry overs for the new financial year – year end balances for Chairman's Allowance; Office Relocation; Buildings Repairs and Maintenance for both Halls; and an allocation for the delivery of the spring edition of the Magazine, which was delayed due to lockdown.

Key highlights for the year included:

Events – A number of events were held – Play in the Park sessions both during the Easter and Summer Holidays; Comedy Night; Fish & Chips and Entertainment afternoon; and the Council's work and support to Christmas on Queens Road.

The Christmas Parcels for our senior residents and school Christmas Card competition were also popular.

Important to mention the Poppies on the Lampposts in respect for Armistice Day, and also to mention the Planters, which have been bright and cheerful.

New chairs were purchased for Roding Valley Hall

Improvements made to the green area in Cascade Road, through the introduction of bollards and Stacey Gardens was replanted.

A Halls feasibility study was undertaken

Staff and Members undertook a variety of training through the year. The Clerk has

completed and passed her CiLCA qualification, and the Deputy Clerk/RFO who commenced her CiLCA qualification late last year is completing the last few assignments for hers.

It was noted the payment for Elections was the local bye election.

Following discussion, the report was accepted.

2 The Bank Reconciliations and Trial Balance at 31 March 2020, circulated, received the following update from the RFO:

A debtor at the end of the year related to a regular Hall hirer for Q4 2019/20, where, due to lockdown, there was a delay in receiving payment. This has now been rectified and the outstanding balance paid.

Accruals – this is the Cascade Road improvement works completed in the 2019/2020 financial year, but invoiced in April 2020.

Receipts in advance – relates to payments received for Hall hires taking place in the new financial year.

The reports were discussed and noted.

3 The payments and receipts for 1 February 2020 to 31 March 2020, circulated, received the following update from the RFO:

On cash received, Q3 2019/20 rent has been paid for the Roding Rifle and Pistol Club for use of The Woollard Centre. Invoices are issued slightly in arrears due to having to wait for utility bills to be received prior to raising invoices. The Q4 2019/20 invoice has now been issued and paid.

The reports were discussed and noted.

4 The estimated income for the Halls for the first quarter, April 2020 to June 2020, circulated, was discussed and noted. Discussion focussed on the impacts of having to close the Halls due to the coronavirus lockdown.

008/20 INVESTMENT

i) The Investment Policy, circulated, was discussed and noted.

ii) A verbal report received from the RFO on current rates of interest on savings accounts, was discussed and noted. It was also noted there were no meaningful alternatives currently on offer given rates of interest being so low. Councillors thanked the RFO for her hard work on the report and requested a further update for the next Committee to enable them to monitor and consider any significant changes.

009/20 FINANCE AND ESTABLISHMENT ITEMS OF CONCERNS

(a) There were no items of concern.

(b) The following item was requested for inclusion in the next F&E agenda:
Following a further update on interest rates, a discussion on the current banking facilities.

There being no further business the Chairman thanked Members for attending and closed the meeting at 8.41pm.

Chairman

Date