

BEER PARISH COUNCIL
Financial & General Purposes Committee

Tuesday 27 April, 7pm

held by Zoom and livestreamed to Beer Parish Council Facebook page.

Present: Cllr Pook (Chair), Cllr Clinch, Cllr Cobbold, Cllr Dormor, Cllr Vine (Committee members)

In attendance: Annie Dallaway (Clerk), Cllr Graham, Cllr Molony, Cllr Reeve

1. **Apologies** – received from Cllr Boulton (family commitments) and Cllr Stevens (work commitments)
2. **To agree items to be dealt with after the public, including the press, have been excluded.** There were none.
3. **Members to declare any interests** they may have in agenda items that accord with the adopted Code of Conduct. (NB this does not preclude any later declarations). To consider dispensation requests. None received
4. **Public participation** – there were no members of the public in attendance.

5. **Consider and make recommendation re adoption of NALC Model Financial Regulations**

THE COMMITTEE RECOMMENDED ADOPTION OF NALC MODEL FINANCIAL REGULATIONS WITH THE FOLLOWING PROVISIONS:

- 5.1 **Review bank signatories (banking arrangements & budgeting)**
 - 5.1.1 Council to make payments on-line where possible but cheque payments where necessary.
 - 5.1.2 Clerk plus one Councillor to approve payments (status quo). GP/LV & DC existing signatories, all to have on-line access for payment authorisation.
 - 5.1.3 Clerk to organise safe storage of passwords/PIN for on-line access.
 - 5.1.4 Clerk to organise Council debit card for payments (to avoid Clerk/Councillors having to make payments and claim reimbursement) in line with agreed financial regulations.
 - 5.1.5 Petty cash float not currently used but to remain an option.
 - 5.1.6 Councillor to verify bank reconciliation on quarterly basis as additional financial control (excluding Chair of Finance & signatories). AC volunteered.
 - 5.1.7 Clerk to report variance in budget spend over £100 or 15% (as part of monthly Finance Report).
 - 5.1.8 Council to provide 3-year forecast budget.

5.2 **Review Council organisational structure (refer structure diagram/Terms of Reference for Committees & Portfolios)**

THE COMMITTEE RECOMMENDED CONTINUE WITH EXISTING ORGANISATIONAL STRUCTURE. UPDATE TOR AS NECESSARY.

- 5.2.1 All Committees and Portfolios to provide a report to Full Council using the agreed report template/minute template

5.3 Review spend limits/tendering process (refer New Job Sheet)

THE COMMITTEE RECOMMENDED THE FOLLOWING WITH THE PROVISIONS AS LISTED BELOW:

The Portfolio Structure	
Financial authorisation	Tender values
£500 and above FULL COUNCIL	£2500 above 3 tenders
£0 to £500 Clerk and Chair with recommendation from Portfolio holder (urgent works)	£1000 to £2500 2 tenders
	Below £1000 Clerk and Chair decision (use term contractor or 1 tender if job not within remit of term contractor)

5.3.1 It was noted that the Council would *strive to obtain* the requisite number of tender/quotes. However, Council noted that in some instances this is not practical.

5.3.2 New Job Sheet templates are available for completion when a job is initiated to confirm the job specification and collate tender/contractor details.

5.4 Consider adoption of Term Contractor appointment (refer Appendix to Fin Regs report)

THE COMMITTEE RECOMMENDED THE ADOPTION OF TERM CONTRACTORS FOR PLUMBING/ELECTRICAL/GROUND WORK (need confirmation of public liability insurance from contractors)

6. Project prioritisation

6.1 Consider and make recommendation re annual project prioritisation process

THE COMMITTEE RECOMMENDED THAT COMMITTEES/PORTFOLIOS REVIEW AND PROPOSE PROJECTS SEPT/OCT IN ADVANCE OF FINANCE & GP IN DEC WHEN THE ANNUAL BUDGET IS SET.

6.1.1 For 2021/22 all committees/portfolios will review and propose projects for confirmation at the May Annual Meeting

6.2 Note Clerk's Annual Plan – this will be updated and circulated.

7. Kayak storage – to consider and make recommendation re seasonal rates and administration process

Cllr Pook reported that he was still awaiting confirmation from EDDC Property & Estates that the Parish Council can take over the kayak beach concession. EDDC has advised that the existing arrangement is that all kayaks on the beach should be registered with EDDC with the appropriate insurance in place. The Parish Council is making every effort to progress this matter and introduce new rates and administration process.