

**Highnam Parish Council**  
**Highnam ~ Linton ~ Over ~ Lassington**

**Finance, Audit and Governance Committee**

**Tuesday 4<sup>th</sup> July 2023 @ 19.30hrs Gambier Parry Hall**



**Present:** Councillors: B Nicol, C Coats, V Tustin Smith and, J Smith

**In Attendance:** 1 member of the public

Clerk not in attendance, minutes were taken by Councillor J Smith

**Public Matters**

- The Parishioner stated that he was still waiting for responses to some of his concerns mentioned in the May PC meeting in sec 6.2.
- The Environmental Working Group was felt to have gone beyond its remit of the group, costing the rate payers money. Concern was expressed about the work carried out in the woods and that it wasn't their remit to look after the wood, and there would be a cost to putting it right.
- Notices with regards to PC meetings, Agenda and Minutes, must be put on the public notice boards in a timely manner and on the PC website, so interested parties can read them in advance of the meeting.

**1. To appoint a chairman.**

Cllr Bill Nicholls was proposed by Cllr Coates and seconded by Cllr Smith

**2. To appoint a Vice Chairman.**

Cllr Smith was proposed by Cllr Coates and seconded by Cllr Tustin-Smith

**3. To receive apologies for absence.**

Clerk Jo Badham

**4. To receive declarations of interest.**

Members of the Council are invited to declare any interest they may have in the Business set out below. None received.

**5. Approve Minutes of the Finance, Audit and Governance meeting 3<sup>rd</sup> January 2023.**

Matters arising from the minutes:

- Asset Register to be updated by the end of the year.
- Projects: Bus Shelters, liaising with Stagecoach. Cllr R Keene looking into salt bins. Dishwasher Dishwasher - is there any progress with this? Jo to get quotes and see if it is feasible to do and if we have enough money to proceed. Staunton Hill trees - Cllr McLain to investigate any progress as the grant was from Cllr Awford and Cllr McLain was his predecessor.

Minutes were distributed before the meeting, read, and approved.

**6. Financial**

6.1 To review budget spends vs budget.

Document was distributed prior to meeting.

Financial Details - there were some areas that needed more clarification, which was difficult in the absence of the clerk. More details were needed on Grass Cutting £105, Projects

£400, Environmental £4152.89 and Grants £1167.96. **Action: Clerk to clarify.**  
A question to be answered, are grants added to our precept or kept separate? **Action: Clerk to clarify.**

Financial statement to go on the notice boards and the PC website, for public scrutiny and seen by all Cllr prior to the meetings. 5 working days should be allowed for this as well as the Agendas.

Requests from organisations for PC monies, should put the request in writing and come to the PC meeting to present their request and answer any questions. On completion of any work funded in this way a note/presentation to the PC will be requested to be made.

6.2 To review Environmental Working Budget (to include spends from 31.03.23).  
EWG Budget 23/24. Questions, Are the figures what you have spent since 1st April? What was left at the end of March 23? How much is needed to be carried over?

Figures presentation was felt to need a bit of improvement, so that in the absence of a member, the others can continue to assess, check accuracy and plan ahead.

6.3 Public Work Loan Payment.  
£70k Payment agreed over 25 years, repayable twice a year. The council are still paying the current public works loan for the Gambier Parry Hall, completion date is 2028. The interest rate on the loan is fixed at a favourable rate. Repayment needs to be set annually from the parish precept. There is one payment that needs to be paid this year which will have to come from reserves.

Halls to have a regular check-up annually/bi-annually by a professional to ensure they don't have the issues that the Old School has.

## 7. Policies and Procedures.

Policies and Procedures - all need to be looked at each year to check they remain relevant and all copies should be on the PC website so anyone can see them. Cllr Keene to be asked to look at the communication policy, as this involves all sorts of communications, IT and otherwise, and he may have a better understanding. **Action: Cllr R Keene to review communication policy.**

## 8. Residual Items

Asset register - to be updated by the end of the year

Projects - Bus shelters, liaising with stagecoach

Grit Bins - Rees looking at

Dishwasher - is there any progress with this? Jo to get quotes and see if it is feasible to do and if we have enough money to proceed.

Staunton Hill trees - Cllr McLain to look into any progress as the grant was from Cllr Awford and Cllr McLain was his predecessor.

Discussion followed re grass cutting. Deferred to next meeting

## To set meeting dates for 2023/2024

**2023/2024 Dates @ 7.30pm**

Tuesday 28<sup>th</sup> November 2023

Tuesday February 2024

**Meeting closed:**

Next meeting will be held: Tuesday 10<sup>th</sup> October 2023

**Signed** .....

**Date** .....

**Chair** .....

DRAFT