

Sonning Common Parish Council

Minutes of the meeting of the FINANCE COMMITTEE held using Zoom on Wednesday 4 November 2020.

Participating: Mr Stoves (Chairman), Mr Cann, Mr Kedge, Mr Rawlins, Mr Shanagher and Mr Collings (RFO).

F20/063 Apologies for absence – Mrs Lewis

F20/064 Declarations of Interest - none.

F20/065 Public Question Time – none present

F20/066 Reconciliation of Accounts as at 31 October 2020 – presented and after discussion of some details, approved. It was agreed that a suitable Deposit Account should be sought in line with agreed Investment Strategy.

F20/067 Review of Financial Information at 31 October 2020– presented and after discussion of some details, approved.

F20/068 Accounts for payment: The following accounts for payment were reviewed and their payment was then authorised. Amounts and details relating to individuals have been concatenated for privacy:

Docket	Ref No	Payee	Amount
		PERSONNEL COSTS	8,348.63
2021-221	UB1840	Active Risk mgmt	705.00
2021-222	UB1841	Arum Tree Services	880.00
2021-223	UB1842	Bowak	103.22
2021-224	UB1843	Heights Tree Care	1,416.00
2021-225	UB1844	Higgs Printing	1,776.00
2021-226	UB1845	KEMH Account	380.00
2021-227	UB1846	Master Resin solutions	150.00
2021-228	UB1847	Mr Fixit	580.00
2021-229	UB1848	Parish Council Website	470.00
2021-230	UB1849	Peppard Building Supplies	72.45
2021-231	UB1850	Rialtas Business Solutions	148.80
2021-232	UB1851	Rob Smith	165.00
2021-233	UB1852	Snowden Consulting	1,200.00
2021-234	UB1853	SODC Dog bins	592.02
2021-235	UB1854	Terra Firma	1,440.00
2021-236	UB1855	Vermatech Pest control	288.00
2021-237	UB1856	BD Willis	620.00
2021-238	300068	Royal British Legion Grant	100.00
		Total payments	19,435.12

F20/069 Grant requests - Christmas hampers, FISH and Lockdown Calendar. It was resolved to grant £300 to the Christmas Hampers fund, to discuss FISH's request with them further and to decline to fund the calendar.

F20/070 Progress with Internal Audit recommendations – Mr Cann reviewed this work which is progressing. One outstanding matter is to schedule bank account reconciliation meetings over the next year which will be agreed between Mr Cann and the RFO.

F20/071 MHF matters Mr Shanagher requested that the committee:

071.01 Approve the award of a £22,500 contract to Aurora CC to oversee on the parish council's behalf the tender, award and delivery of a contract to complete the groundworks for the field.

071.02 Specify how the working party may award a contract of up to £250,000 to deliver the groundworks project. The aim is to award the contract in December. The work, overseen by Aurora, should be complete in April 2021.

After a very full discussion of the whole project it was agreed:

1. To approve the appointment of Aurora CC to negotiate the contact on behalf of the council and in doing so to ensure adequate insurance arrangements are held by the contactor and that any/all stage payments are clearly defined against deliverables. Mr Shanagher is to oversee this activity with Mrs Snowden on behalf of the committee and Mr Cann will, likewise, review the contract before it goes to council.
2. Mr Rawlins, as a member of the MHFWP, will liaise with Mrs Snowden to confirm to the council that the scope of the works to be contracted for matches the planning approval granted by SODC.
3. Before coming to the Finance Committee for payment, stage payments will have to be approved by Mr Shanagher and Mrs Snowden.
4. The major contract for c.£250K, once defined, will have to be approved by the full council with members having been appraised of the process followed.

F20/072 Budgets for 2020/21: Requests have been made to Committee and Working Party Chairs for their best estimates for the next three year. Work to begin in week commencing 9 November.

F20/073 Setting Quarterly Review dates to end 2021/22 FY – to be agreed between Mr Cann and the RFO.

F20/074 Matters for future agendas – budgets and precepts.

Meeting closed at 19.35. **Next Meeting: Wednesday 9 December 2020**

Chairman: Dated: