

Malvern Wells Parish Council

Minutes of the **Finance and Governance Committee** Meeting held on Wednesday 25th October 2023 at 6pm at Malvern Wells Village Hall Committee Room.

Public participation – there were none in attendance.

Present

Cllrs. M. Birks – MB (Chair F&G), P. Stanier - PS, S. Freeman - SF, C. Gates – CG, Rob Price - RP.

In Attendance

Dr K Howe (Interim Clerk)

1. Apologies

a) None were notified.

2. Declarations of Interest

a) **Register of Interests:** there were none further notified.

b) **Disclosable Pecuniary Interests:** there were none.

c) **To declare any Other Disclosable Interests in items on the agenda and their nature:** there were none.

d) **Written requests for the council to grant a dispensation:** there were none.

3. Minutes

a) SF proposed, CG seconded, Committee **confirmed** minutes of Finance & Governance Committee held on 27th September 2023 as an accurate record of the meeting and signed by the Chair.

4. Revised Terms of Reference

a) Committee considered, PS proposed, SF seconded, committee **agreed** FINAL amended committee terms of reference (TOR's) dated 16.10.23.

b) Committee agreed to **recommend** FINALTOR's to council.

5. Community Grants Applications

a) Committee considered draft grant application form supplied, **agreed** to make minor amendments, and approve finalised form at November meeting.

b) Committee considered the need to set aside a defined community grants budget, suggesting £5,000 p.a. to be determined for recommendation to council at November F&G meeting.

6. Payments

a) Committee noted and agreed to **recommend** October payments to 25th October council meeting.

b) Council **noted** LCC Locum Clerk invoice for October not yet received so not included in payments.

7. Bank accounts

a) Committee **noted** additional form required by Lloyd's bank – change of business address and primary contact – for signature by approved authorities in Council meeting 25th October – to remove B Knibb and D Preece as council signatories to Lloyd's account.

- b) Committee **noted** January 2023 requested transfer of funds HSBC to Lloyds accounts not actioned, currently being investigated. Committee **agreed** for SF to visit HSBC branch with ex-councillor and signatory B. Knibb.
- c) Committee **noted** and agreed to **recommend** 13.10.23 bank reconciliation to council for approval 25th October meeting.
- d) CG proposed, MB seconded, committee agreed to **recommend** 13.10.23 budget report to council 25th October meeting.

8. Reserve Funds

- a) Committee **noted** Interim Clerk and members of F&G attending WALC training 'Investing Council Funds' 30.10.23. Costs as advised to council agenda 25.10.23.
- b) Committee **noted**, following training, F&G Committee will consider appropriate action on reserves accounts at November F&G council meeting. Committee **noted** Ann Dobbins recommendation to consider CCLA as investment vehicle as a 'cautious' investment fund specifically set up for local authority's investments. Nationwide currently paying 5%.
- c) Committee **noted** primary concern to obtain control of reserve funds bank accounts via new signatories to be enacted following resignation of current signatories to accounts.

9. Aims & Objectives

- a) Committee **noted** ideas being sought from whole council to be considered 25th October meeting for forward planning.
- b) Committee **noted** priority items Defibrillators and gas lamps. Consolidation of Forward Plan as first draft plan to be discussed 15th November F&G meeting to inform budget.
- c) Committee **noted** Interim Clerk supplied template Action Plan documents. MB suggested overriding Objectives could be 'safe community' and 'recognisable community/parish'. Committee **noted** when new permanent Clerk appointed consider convening council 'focus group' meeting with external facilitator to consolidate Forward Plan projects include legacy projects not completed.

10. Next Meeting dates

- a) Committee **confirmed** next F&G meeting as **6pm Wednesday 15th November**. Committee **noted** CG gave her apologies for this meeting.
- b) Committee **confirmed** F&G meeting **6.30pm Monday 11th December**.
- c) Committee **confirmed** future F&G **6pm Wednesday 27th March 2024**.
- d) May 2023 – to be confirmed.

11. Post agenda circulation – item

- a) Committee **noted** Gemma Lowe, new MWPC councillor co- option, offered her skills to F&G. Committee **noted** they would welcome her as new member of committee and requested Interim Clerk invite Gemma to join F&G committee. If agreed, committee will request 29th November council meeting confirm her appointment to F&G.

There being no further business the meeting concluded at 7.25pm.

Signed..... Chair of Finance & Governance Committee

Date.....