

Malvern Wells Parish Council

Minutes of the **Finance and Governance Committee** Meeting held on Friday 15th December 2023 at 5.30pm 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, C. Gates – CG, Rob Price – RP, G. Turrell – GT.

In Attendance

Dr K Howe (Clerk).

1. Apologies

a) G. Lowe notified – committee accepted her apologies.

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) PS proposed, GT seconded, committee **confirmed** minutes of Finance & Governance Committee (F&G) held on 29th November 2023 as an accurate record of the meeting and signed by the Chair.

4. Community Grants Applications

a) CG proposed, GT seconded, Committee **approved** amended grant application form with following amendments to be formalised following draft budget approval and agreement on new Scheme of Delegation:

- Finance & Governance Committee request council to approve F&G to be decision making committee for grant applications received (to limit time in council meetings).
- If above approved by 22nd January council meeting, F&G TOR's to be amended accordingly.
- F&G **recommend** Community Grants as 2 x larger (up to) £1,000 grants and 6 (or more) up to £500 smaller grants - to a maximum of £5,000 per annum.
- F&G **recommend** two annual deadline application request dates as 30th April and 30th September in any financial year when grants will be assessed / approved by F&G and notified to full council.
- F&G **recommend** amendment to Community Grant application form to include – “grants will be notified to applicant and can be ‘drawn down’ and paid to applicant on submission of evidence that any additional match funding is in place and project is ready to proceed”.
- F&G **recommend** above amendments be made to Community Grant policy and application form for approval by council 22nd January meeting.

5. Governance

a) PS proposed, RP seconded, committee unanimously **approved** draft Scheme of Delegated Authorities to **recommend** to 22nd January council and **noted**:

- Cemetery Committee Terms of Reference (TOR's) - to be approved / added.
- Amendment to F&G Committee TOR's – as above to be approved and added.
- All working group TOR's to be added in brief for clarity.

6. Bank accounts

- a) Committee **noted** Clerk chased Nat West again for change of signatories' bank mandate form on 8.12.23 and was notified by previous Clerk that form had been received by her on 15th December. PS will collect from Sarah Hart.
- b) Committee **noted** £40,000 transfer from Lloyd's savings to Lloyd's current transacted by Clerk 4.12.23.
- c) Committee **noted**, as above, removal from Nat West bank accounts current signatories (resigned Clerk and councillors), addition new approved signatories (Clerk, Pamela Stanier, Chrissie Gates, Geoff Turrell), amendment to mandate from 3 to 2 signatories to authorise, change primary contact and postal address to Clerk and MWPC PO Box will be actioned 22nd January meeting with relevant Nat West forms now supplied.

7. Reserve Funds

- a) Committee **considered** appropriate action on investment of current reserves accounts and intention to **recommend** investment in CCLA 22.01.24 council meeting.

8. Budget Planning

- a) Committee **noted** profiled draft budgets supplied by Clerk with 0% and 6% precept increase as requested by council 29.11.23 for F&G to consider.
- b) Committee **considered** first draft 2023/24 budget / proposed precept request of 6%. CG proposed, PS seconded, committee unanimously agreed to **recommend** to council meeting 22nd January with following virements from reserves to cover anticipated current projects:
 - Committee **noted** re-naming of Speed project to Traffic calming and **recommended** £9,000 ear marked reserves vired from Fruitlands project to cover potential costs (committee noted funding applications for Traffic Calming project being made).
 - Committee **recommended** £36,000 ear marked reserves vired from Fruitlands project to cover potential costs (committee noted funding applications for Assarts playground refurbishment being made).
 - Committee **recommended** £6,000 ear marked reserves vired from Fruitlands project to cover potential costs (committee noted funding applications for Defibrillators project being made).
 - Above project virements **suggested** by F&G committee to maintain general reserve fund balances at recommended level. To be **approved** by council 22nd January meeting.

9. Next Meeting dates

- a) Committee **noted** F&G meeting Wednesday 27th March 2024.
- b) Committee **noted** GL suggestion for 'doodle poll' to obtain agreement on future 2024 F&G meeting dates to be agreed.

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

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

Date.....