

## **WARFIELD PARISH COUNCIL**

### **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

held **virtually** on **Wednesday 13 January 2021** at **7.45pm**

**Present:** Councillors Strudley (Chair), Mrs Barnard, Fitzwilliams, Ms Dulieu and Mrs Wallen

**In attendance:** The Parish Clerk

#### **001. Apologies for absence**

No apologies were due.

#### **002. Declarations of interest**

The following declarations having been made previously, were carried with dispensation from the Parish Clerk granted at the November 2020 meeting.

Cllr Ms Dulieu – treasurer of Warfield Park Community Association and committee member of Warfield Village Fete organising committee

Cllr Fitzwilliams – family interest through employment with Youthline

Cllr Strudley – family interest through employment with Home Start Bracknell

Cllr Mrs Wallen – committee member of Warfield Environment Group and member of Warfield Grow & Share

#### **003. Minutes of the previous meeting**

The minutes of the meeting of 17 December 2020 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Wallen and the minutes were **APPROVED** by members present.

#### **004. Matters arising from the previous meeting**

The Clerk advised members that interviews for the Finance Officer post were taking place later in the week.

#### **005. Financial Report and Write-off Proposals**

The Clerk advised members that the Finance Report had been delayed but would be circulated ahead of full council.

Members considered the write-off proposals from the Clerk and agreed to the request to write-off £299.52 of debt but asked the Clerk to continue recovery actions. The Clerk was asked to review the second batch of debt and bring back to committee.

The Clerk was asked to include write-off arrangements as part of the general policy review.

**006. Grant applications**

Members reviewed the grant applications previously considered and agreed to submit the list to council unchanged.

**007. Draft Budget 2021-22**

The Clerk circulated to members the draft budget and precept proposal for 2021-22.

Members asked the Clerk about carryovers to 2021-22 from the current year budget. The Clerk advised members that these would be brought forward for approval by council in March if the amount were committed but potentially unspent by the end of the financial year.

Members considered the draft budget and precept requirement and agreed to recommend both to full council for approval.

**008. Complaints Policy**

The Clerk circulated the revised draft Complaints Policy to members ahead of the meeting.

Members discussed the policy and asked the Clerk to remove elements relating to compliments. It was agreed to delegate to the Clerk and Chair of the Committee to complete the review and bring forward the policy to committee for approval.

**009. Responsible Financial Officer update**

The Clerk updated members on the COVID-19 Testing Station that was being planned for Brownlow Hall.

**010. Future agenda items and date of the next meeting**

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 16 February 2021 at 7.45pm.

**011. Closure of the meeting**

The meeting closed at 8.57pm