

## **WARFIELD PARISH COUNCIL**

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

held **virtually** on **Tuesday 27 July 2021** at **7.45pm**

**Present:** Councillors Ms Dulieu, Finch, Mrs Gill, McCracken and Strudley (Chair)

**In attendance:** The Parish Clerk

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

Apologies were received from Cllr Mrs Barnard

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

No declarations of interest were made.

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

The minutes of the meeting of 27 June 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Gill and the minutes were **APPROVED** by members present.

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

The Clerk would circulate a flag flying schedule.

#### **005. Financial Report**

The Clerk circulated the financial report to the end of June 2021 to members. It was noted that at this stage of the financial year, trends could not be identified.

The Clerk updated members on lettings and rebalancing the bank account levels. The Clerk explained further work that was required to update the expenses figures, Neighbourhood Plan costs and telephone charges.

Members noted the debt update.

The report was noted.

#### **006. medium-term financial plan**

The Clerk circulated a paper on the medium-term financial plan to members ahead of the meeting. Members noted the projects included in the draft plan and were asked if there were others to be included. The refurbishment of the office was an item to be added.

It was suggested that a critical path analysis should be included as part of a project plan.

The Clerk advised members that a draft financial plan would be brought to the September meeting.

**007. Responsible Financial Officers Report**

The Clerk advised members that the caretaker had resigned and that a recruitment process would begin shortly.

A paper on revisions for the make-up of the staffing committee would be brought to the next meeting.

Cllr Mrs Gill updated the committee on the work on the environmental plans recently discussed by the Amenities Committee.

**008. 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 24 August at 7.45pm.

**009. Closure of the meeting**

The meeting closed at 8.36pm.