



COLNBROOK WITH POYLE PARISH COUNCIL

Parish Council Finance & Policy Committee

Meeting Minutes

Minutes of the meeting of the Parish Council Finance & Policy Committee held at the Village Hall, Colnbrook on Tuesday 10th September 2019 at 7:30pm

Members Present: Councillors (Cllr) Escott (Chair), Babuta and Small

Officer Present: Ms N Williams – Interim Clerk

Members of the Public: 2

REF:	MINUTE	ACTION POINTS
FP/19/22	Welcome The Chairman welcomed those present at the meeting.	
FP/19/23	Apologies Apologies were received from Cllr John, Kahlon and Smith.	
FP/19/24	Declarations of Interests None.	
FP/19/25	Minutes of the meeting held on 9 July 2019 a) Resolved – That the minutes of the meeting held on 9 July 2019 were approved as a true record and signed by the Chair. b) Matters Arising - To be discussed under agenda item 7 Questions and Correspondence to Chair.	
FP/19/26	Payment List The Committee reviewed the list of payments from 4 – 10 September 2019 in the sum of £1,647.01 that was circulated.	

	<p>The Chair highlighted the following: Voucher 50 - Contract relating to Greenfingers & Handyhands (Groundworks-Recreation Ground) was coming to an end. The contract was required to be reviewed by the end of September 2019 by the Services Committee. The Chair therefore requested that it to be included on the agenda for the next Services Committee meeting.</p> <p>Voucher 52 – RDF Services Ltd (Finance/Administration). The Committee discussed the need for two Cllrs to sign cheques to this service in order to ensure robust safeguarding procedures were in place.</p> <p>Voucher 53 – Refund and Expenses. It was noted that part of this invoice was not supported with receipts and agreed that payment for part of this voucher would be withheld until all receipts were provided.</p> <p>Resolved – That the list of payments from 4 –10 September 2019 in the sum of £1,647.01 were approved, subject to outstanding receipts being submitted in relation to Voucher 53.</p>	<p>Agenda item for the next Services Committee meeting.</p> <p>Cllrs Babuta / Escott</p>
FP/19/27	<p>Local Handyman Service – Funding</p> <p>Cllr Babuta raised the issue of expanding the role of the Handyman to provide support in setting up venues for the purpose of Parish Council activities. Following discussion, the Chair suggested that that the issue be included on the agenda for discussion at the next Services Committee meeting.</p> <p>Resolved – That Local Handyman Service – Funding be included in the agenda for the next Services Committee meeting</p>	<p>Agenda item for the next Services Committee</p>
FP/19/28	<p>Questions and Correspondence to Chair</p> <p>The Chair advised that application for grant had been received from the Pippins School as well as a request for donation from Little Fishers to support the Toddler Group.</p> <p>The Chair highlighted that the Parish Council only had a Grant policy in place and proposed that the Committee made a recommendation to the Parish Council for a Donation Policy to be drafted.</p>	<p>Chair to liaise with SBC, Service Lead Governance regarding Donation Policy</p>

	<p>Resolved:</p> <ul style="list-style-type: none"> i) That the application for grant for the Pippin's School for the sum of £5000 was rejected under the grant policy. ii) That the request for a donation for Little Fishers is on hold this occasion in the absence of a donation policy. This will be reviewed in the next meeting. 	
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The meeting closed at 8pm.

Signed: Chair Date:

Signed: Clerk Date:

Signed: Witness Date

DRAFT