

OLD CLEEVE PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE HELD ON THURSDAY 16TH MARCH 2023 at 10:30AM at WILLITON ENTERPRISE CENTRE in WILLITON

Present: Cllr Williams, Cllr Duncan, Cllr Webb, Dr Flind (Clerk)

1. Apologies and Declarations of Interest

Apologies: Cllr Johnson-Smith

No declarations of interest

2. Approve minutes of last meeting

The minutes of the meeting held on 14th November 2022 were signed and agreed to be a true record.

Proposed: Cllr Webb **Seconded:** Cllr Duncan

3. Update on revised banking arrangements

The Clerk submitted all the paperwork for the banking application on the 2nd of March and has not heard anything back. She has prepared some letters to transfer the precept and order bank statements for year End with Nat West just in case the new accounts are not opened in time. Cllr Duncan suggested that we should update the financial regulations and pass a motion to be able to move money between the parish accounts with 2 signatories, without having to take it to a full council meeting each time. This would be useful for things like moving the precept from the general reserve to current account, etc.

4. Adoption of dedicated Parish email accounts for Councillors

The Clerk is in the process of moving the Council to a .gov.uk domain and suggests that we get individual email accounts for all the Councillors for several reasons including confidentiality and GDPR compliance. She has obtained a quote of £120 for 2 years for the .gov.uk domain and £5.99 a month to host all the email accounts on this domain. She will look into the most effective way to migrate the Office 365 account linked to the current email address in the meantime. Those present agreed that getting individual accounts is a good idea and the Clerk will add it to the agenda for our April meeting.

Proposed: Cllr Duncan **Seconded:** Cllr Webb

5. Acquisition of Parish mobile phone

The Clerk recommended that the Council get a mobile phone to use solely for Council Business, as advised at a recent audit training session. This phone can

be kept with the Clerk and used to receive phone calls and voicemails on behalf of the Council and also handed to other Councillors to monitor calls when the Clerk is away, making the Council easier to contact. She has obtained a quote from Tesco mobile for an Alcatel phone with a pay as you go SIM (10GB data, 5000 minutes, 5000 texts) for £42.99 including £10 credit. Councillors agreed that this would be a good idea and should be added to the agenda for the next meeting.

Proposed: Cllr Duncan **Seconded:** Cllr Webb

6. Review and appoint contractors for grounds maintenance and bus shelter cleaning

a. Bus Shelter Cleaning

We received one enquiry about bus shelter cleaning but the applicant did not submit a tender. The Clerk also contacted the previous contractor and a local cleaning firm, neither of whom responded. Councillor Webb suggested a contractor who may be interested and it was agreed that we contact them and anyone else who may be interested in the work and retender at the end of April.

Proposed: Cllr Duncan **Seconded:** Cllr Webb

b. Grounds Maintenance

We received two completed applications for the Grounds Maintenance contract. Prices were returned as follows: Contractor 1 - £1,147.95 and Contractor 2 - £2,750.00. Both contractors were deemed suitable as they have both previously completed work for the Council to a high standard. Councillors recommended that Contractor 1 be awarded the contract for 2023/24. It was agreed by all those present to appoint this contractor and to take this recommendation back to the full council to be agreed at our meeting on Monday. Clerk to contact them on Tuesday as the grass will need cutting very soon.

Proposed: Cllr Duncan **Seconded:** Cllr Williams

7. Date of next meeting

The next meeting will be arranged to review the draft figures for the AGAR, date and time to be confirmed.

Meeting closed at 11:27am

Signed

Dated