



MINUTES

Committee: Finance and Policy Committee
Date: Tuesday 18 August 2020
Time: 7:30pm
Venue: Virtual meeting via Zoom

Present

Cllr Jan Evans
Cllr Gordy Keep
Cllr Mike Warner
Cllr Vivienne Hodges

Also Present

Samantha Parkin (Clerk)

10/2020 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Paul Dodd.

11/2020 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

12/2020 MINUTES

Cllr Vivienne Hodges proposed that the minutes of the meeting held on 18th February 2020 be **approved** and signed as a correct record. Seconded by Cllr Mike Warner and **resolved**.

13/2020 GRANT APPLICATIONS

Cllr Jan Evans gave an overview of the grant applications which are attached at appendix 1 on page 4.

Moreton Action on Plastics – It was noted that due to the current Covid-19 situation, no events are running this year. The Council feel that reusable cups are not the most appropriate way of reducing single use plastic this year as people are worried about contamination of the Covid virus.

Cllr Vivienne Hodges proposed the **Clerk ask MAPs** if they have any other projects that will be more suitable for the Council to support. Seconded by Cllr Mike Warner and **resolved**.

Swimming Pool – The Committee feel this is a worthy cause to support and the Council should support them.

Cllr Vivienne Hodges proposed the committee recommend the Council give them the full **£200** asked for. Seconded by Cllr Mike Warner and **resolved**.

Friends of Moretonhampstead School – The Committee support this application.

Cllr Vivienne Hodges proposed the committee recommend the Council give them the full **£200** asked for. Seconded by Cllr Mike Warner and **resolved**.

Morecare – The committee support this application. Morecare have already spent a lot of money on PPE and still need to purchase more to enable them to carry on their service. The Committee support Morecare, they do a valuable job and support their application which is a result of the Covid-19 pandemic.

Cllr Vivienne Hodges proposed the committee recommend the Council give them the full **£500** asked for. Seconded by Cllr Mike Warner and **resolved**.

Twinning Association – The Council has received a letter from the new Mayor of Betton, supporting the twinning and hoping it will continue as do the Council.

Cllr Vivienne Hodges proposed the committee recommend the Council give them **£200**. Seconded by Cllr Mike Warner and **resolved**.

Wellmoor – The Committee would like more information on the services they are offering. The council support capital expenditures but not running expenditures. The Council would like to encourage them to do things as a result of Covid but will be unable to support the network coordinators time. Cllr Vivienne Hodges to follow up.

Cllr Vivienne Hodges proposed the committee recommend the Council give them **£200**. Seconded by Cllr Mike Warner and **resolved**.

Biodiversity Group – Cllr Vivienne Hodges noted the group will use the funds to put a compost bin in the Churchyard which will benefit the Council's management of the Churchyard. Cllr Vivienne Hodges to investigate the application before the September meeting.

Cllr Vivienne Hodges proposed the committee recommend the Council give them **£200** pending Cllr Hodges investigation. Seconded by Cllr Gordon Keep and **resolved**.

Recommendation to full Council:

The Committee recommends the award of the following grants:

Community Swimming Pool £200.00

Friends of Moretonhampstead Primary School £200.00

Morecare £500.00

Twinning Association £200.00

Wellmoor £200.00

Biodiversity Group £200.00

Total awarded £1,500.00

Once full Council has decided on allocation of grant payments, the Clerk should encourage all applicants to reapply next year.

14/2020 Q1 BUDGET REPORT

The Budget report is attached at attachment no.2 on page 5.

Cllr Jan Evans had previously had a few queries which had been answered by the Clerk prior to the meeting.

The first query related to the website income; £300 had been expected from advertising revenue however the Parish Council has stepped away from the Visit Moretonhampstead website so will no longer be receiving this income. The Council budgeted £1500 to set up a new website however has only spent £228 so far which offsets the loss of £300.

The second query related to the VAT reclaim. The Council didn't budget for any income from VAT however we have reclaimed VAT so are over budget.

The third query related to being over budget on the interments expenditure. Due to the granite in the cemetery the Council are now having to predig graves which will cause us to go over budget, However the income from interments should offset the overspend. There are two empty predug graves; this should be recorded in the budget summary.

Cllr Hodges brought up the money owed to the Council from Moretonhampstead Development Trust. The Council loaned MDT money to produce a book of Moreton. Cllr Mike Warner proposed the Clerk does a **summary** of the records of the book and email MDT to ask if the Council will be receiving any money. Seconded by Cllr Vivienne Hodges and **resolved**.

15/2020 MATTERS ARISING

The Chairman noted the Council had been advised by Teignbridge Council to apply for a Business Support Grant as a result of Covid. Cllr Jan Evans applied for the grant on behalf of the Clerk. The Council received an email from Teignbridge to say the application has been successful. The Clerk will keep an eye on the bank accounts to see how much the Council has been awarded.

The Clerk has put together a reserves sheet which is attached at attachment 3 on page 7. Cllr Vivienne Hodges proposed the reserves sheet is **accepted** as a true and accurate copy of the Council's reserves. Seconded by Cllr Mike Warner and **resolved**.

Cllr Jan Evans has been investigating land owned by the Council. She has approached Bill Hardiman and the current owner of the House next to the Henge. Cllrs Evans and Warner offered to help look through the files in the Office relating to Land Registry. Cllr Mike Warner proposed the Council keep an eye on their assets and **investigate** the files. Seconded by Cllr Vivienne Hodges and **resolved**.

The Chairman closed the meeting at 8.15pm.

TO DO ACTIONS:

- Clerk to ask MAPs if they have a more suitable project in the current climate
- Cllr Hodges to investigate the Wellmoor and Biodiversity application
- Add the grant recommendations to the September Agenda for approval
- Clerk to add predug graves to the Budget summary
- Clerk to produce a summary of the records of the 'a year in the life of Moreton' book
- Cllrs Evans and Warner and the Clerk to investigate land registry files

**Moretonhampstead Parish Council
2ND Round of Grants 2020 - 2021**

Notes:

1. Budget allocated for grants - £1700
2. Allocated in 1st round - £200
3. Balance available - £1500
4. General reserves available - TBC

No	Applicant	Nature of Project	Total Project Cost	Amount Applied for	Notes/comments	Amount Granted	Comments
1	Moretonhampstead Action on Plastics (MAPs)	To purchase reusable cups to replace single use plastic cups at local events to be used by pubs on deposit scheme.	£1285	£600	£400 unconfirmed sponsorship £300 own funds		Carried over from 1 st round.
2	Community Swimming Pool	Purchase some new toys for the Swimming Pool to us during swimming sessions. Existing toys are over 5 years old and need replacing for health and safety reasons.	£400 (estimate)	£200	Past grants: 2015 - £50, lifesaving rings 2016 - £286, flags 2017 – £200, art project 2018 - £200, lifeguard uniforms 2019 - £150, flags		Carried over from 1st round. The F&P Committee recommend £200.00
3	Friends of Moretonhampstead Primary School (FOMS)	Purchase equipment for the children that they would be able to use to enhance the teaching of computer programming skills.	£480	£200	FOMS are contributing £280. Past grants – 2019 - £200, Picnic benches		Carried over from 1st round. The F&P Committee recommend £200.00

4	The Morecare Health Centre Befrienders	To purchase PPE for use by drivers and befrienders as well as patients/clients.	£1000 (estimate)	£500	None		The F&P Committee recommend £500.00
5	Moretonhampstead Twinning Association	To fund a Barn dance fundraiser to raise funds for the 2021 hosting of french friends from Betton.	£550	£400	2016 - £408.40, Betton visit 2018 - £400, Betton visit		Hope to raise £250. The F&P Committee recommend £200.00
6	Wellmoor (MDT)	To fund a discrete telephone line to be installed and a webcam for Zoom calls plus some additional contribution to our Network Co-ordinator's time.	£500	£500	2014/15 - £1500, Green Hill equipment 2015/16 - £500 Business Association development 2016/17 - £100 Wellmoor development 2019/20 - £ 500 Amenity shed at the Community Allotment 2020/21 - £150 Care line running costs		The F&P Committee recommend £200.00
7	Biodiversity Group	Plant trees, install swift boxes, make and install compost bins	£834.00	834.00	2020 - £200, Trees in Time project		The F&P Committee recommend £200.00
Totals				£3,234.00			Total recommended: £1,500.00

MPC Finance and Policy Minutes 18.08.2020 Attachment no.2 – Budget Q1

Budget monitoring report 2020-2021 - quarter 1										
RECEIPTS	Code	Budget	Actual to date	Remaining						
Precept	IN1	£39,420.00	£19,710.00							
Allotments	IN2	£630.00	£630.00					2019/20 Payment		
Interest	IN3	£0.00	£5.00							
Grants	IN4	£0.00	£0.00							

Open spaces	IN5	£0.00	£0.00						
Website	IN6	£300.00	£0.00						
Other income	IN7	£0.00	£6.00						
Cemetery income	INCEM	£5,000.00	£3,322.00						
VAT	VAT	£0.00	£1,202.62						
Covid-19	CV19	£0.00	£400.00						New budget code in response to Covid-19
Total Receipts		£45,350.00	£25,269.62						
PAYMENTS									
Staffing	EX1	£20,200.00	£3,7393.98						
Rent	EX2	£4,000.00	£990.38						
Phone & broadband	EX3	£400.00	£95.00						
Office costs	EX4	£1,100.00	£206.86						
Room hire	EX5	£280.00	£15.00						
Open spaces	EX6	£6,000.00	£1,426.40						
Bank charges	EX7	£100.00	£25.35						
Professional fees	EX8	£1,200.00	£388.41						
Insurance	EX9	£820.00	£800.96						
Website maintenance	EX10	£1,500.00	£228.00						
Training	EX11	£500.00	£36.00						
Election costs	EX12	£300.00	£0.00						
Councillor expenses	EX13	£100.00	£0.00						
Grants given	EX14	£1,700.00	£200.00						
S137 grants	S137	£50.00	£0.00						
Cemetery maintenance	EXCEM1	£4,500.00	£840.00						
Interments	EXCEM2	£2,200.00	£1,760.00						
Christmas		£400.00	£0.00						
Covid-19	CV1	£0.00	£323.40						
Total Payments		£45,350.00	£11,129.74						

MPC Finance and Policy Minutes 18.08.2020 Attachment no.3 – Reserves

Moretonhampstead Parish Council										
Reserves for the year ended 31 March 2021										
	As at 31/03/2020	Transfers	Surplus/deficit of income for year	As at 31/03/2021	Comments					
General Reserves	10,000				Should be maintained at between 3-12 months expenditure - Recommend it is increased					
Earmarked Reserves:										
Office equipment	1,000				To replace Office equipment if needed					
Cemetery	5,000				Unexpected maintenance/overspend of budget - must be replaced the following year					
Open Spaces Repairs	1,000				Unexpected repairs					
Play Equipment	5,000				Unexpected repairs					
Election Costs	300				£300 to be added yearly to cover election costs					
Emergency Staffing costs	1,000				To cover a locum clerks salary					
War Memorial Maintenance	2,000				Unexpected maintenance					
Discretionary small grants	1,000									
Pedestrianisation scheme	20,000									
Total	46,300									