



# MINUTES

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**Committee:** Finance and Policy Committee  
**Date:** Tuesday 16 February 2021  
**Time:** 7.15pm  
**Venue:** Virtual meeting via Zoom

## Present

Cllr Jan Evans  
Cllr Mike Warner  
Cllr Vivienne Hodges  
Cllr Gordy Keep  
Cllr John Farrand-Rogers

## Also Present

Samantha Parkin (Clerk)

## 01/2021 APOLOGIES FOR ABSENCE

No apologies of absence had been received.

## 02/2021 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

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

## 03/2021 MINUTES

It was proposed by Cllr Hodges, seconded by Cllr Keep and **resolved** to **accept** and sign the minutes of the meeting held on 17th November 2020 as a correct record. One abstention.

## 04/2021 Q3 BUDGET REPORT

The Q3 Budget report had been circulated with the Agenda. The Clerk noted cemetery costs were high but income was higher than expected. The Clerk also noted there is only one pre dug grave available as one has been used since the report was published.

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and resolved to note the budget monitoring progress to date.

## 05/2021 GRANT AWARDING POLICY

The draft Grant Awarding policy had been circulated with the Agenda.

Cllr Warner queried if the Council needed to differentiate between requests for one off costs and ongoing costs. The Clerk noted this was clarified on the grant application form that grants are for one off costs. It was proposed by Cllr Warner, seconded by Cllr Hodges and **resolved to add** 'grants are for one off costs' to the grant awarding policy.

Cllr Farrand-Rogers raised two changes he wished to make to the policy.

It was proposed by Cllr Hodges, seconded by Cllr Warner and **resolved to amend** the wording of 'the proportion or number of beneficiaries living in the electoral area' to 'the proportion or number of beneficiaries living in the **Parish**'.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges and **resolved to amend** point 6 of the Conditions of funding to '**if and when requested**' instead of 'as requested'.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges and **resolved to recommend to full Council to approve** the Grant Awarding policy with the approved changes.

## 06/2021 CLERK CARD PAYMENTS

The Clerks report had been circulated with the Agenda. Cllr Farrand-Rogers queried the relevance of the list of recurring payments listed in the report. Cllr Evans noted the payments were there to give an indication of the spending limit needed. It was agreed to change the heading to 'examples of payments made by the Clerk'.

It was proposed by Cllr Hodges, seconded by Cllr Warner and **resolved to recommend to full Council to approve** a bank card for online payments with an agreed spending limit of £200.

The Chairman closed the meeting at 7.50pm.

### **TO DO ACTIONS:**

- Add all recommendations to the March full Council Agenda
- Clerk to make the necessary changes to the draft Grant Awarding policy
- Clerk to change the Clerk Card Payments heading