

**BREWOD AND COVEN PARISH COUNCIL**  
**WITH BISHOP'S WOOD AND COVEN HEATH**

**MINUTES FOR THE MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL  
OFFICES, STAFFORD STREET, BREWOOD  
ON THURSDAY 10<sup>TH</sup> NOVEMBER 2022 AT 6.30PM.**

**PRESENT:**

Parish Cllrs. A. Alden-Court, J. Bradshaw, D. M. Holmes, P. Knight, A. Pupino, R. Taylor.

**APOLOGIES:**

Apologies received from Parish Cllr. W. Sutton. Personal

**DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:**

Parish Cllr J. Bradshaw declared a non-pecuniary interest in item 8 on the agenda, Coven Christmas Lights Grant Application and Parish Cllr A. Pupino declared a non-pecuniary interest in item 9 on the agenda, Coven Football Pitch Line Marking.

**MINUTES:**

The minutes of the meeting held on the 11<sup>th</sup> April 2022 were approved by the full council previously.

**MATTERS ARISING:**

5. **Election of Chair.** Parish Cllr J. Bradshaw was nominated by Parish Cllr P. Knight. **The Finance Committee resolved unanimously in favour that Parish Cllr J Bradshaw be appointed chair for the meeting.**
6. **Q1 and Q2 Budget Reports.** Q1 and Q2 budget reports were reviewed and the Parish Council's income and expenditure for the first six months to end September. **The Finance Committee unanimously resolved that these would be looked at again at a future meeting once the Clerk was appointed RFO after the meeting of the Parish Council on the 17<sup>th</sup> November 2022.**
7. **Journal Transfers.** To review and approve any journal transfers made to date. **Approved**
8. **Document Review.** The following documents were reviewed as per recommendations following the meeting with the internal auditors held on 10<sup>th</sup> October 2022 by the Parish Council: Financial Regulations, Standing Orders, and the Asset Register. These had been approved and reviewed at the meeting held on the 12<sup>th</sup> May 2022 and documents were now available on the website. **The Finance Committee resolved unanimously in favour that the Risk Assessments be approved at the Parish Council meeting in December.**
9. **Budget and Precept Demand.** The Finance Committee considered plans for setting the budget and precept demand for 2023-24. **The Finance Committee resolved unanimously in favour that the Clerk should prepare these to be reviewed at a future meeting in time for the precept demand to be considered.**

**10. Business Plan 2022-23.** The Finance Committee reviewed the current business plan. **The Finance Committee resolved unanimously in favour that the Business Plan be submitted to the Parish Council for consideration before setting the 2023/24 budget.**

**11. Grant Applications.**

**11.1. Brewood First Responders. – The Finance Committee resolved, 5 in favour and 1 against, that the Clerk write to the applicant requesting that the application be resubmitted with most recent accounts and a copy of the quote for the livery yet to be installed.**

**11.2. Brewood Christmas Lights - The Finance Committee resolved, 5 in favour and 1 abstention, that the grant be approved and the Clerk to write to the Xmas Lights Committee requesting invoices to be paid against.**

**11.3. Brewood Singers - The Finance Committee resolved, 5 in favour and 1 against, that the Clerk write to the applicant for more information with regards date and venue of the event advising that the Parish Council's policy was to pay grants against invoices produced.**

**11.4. Coven Heath Annual Grant - The Finance Committee resolved unanimously in favour that the annual grant be paid against invoices produced as approved at the meeting of the Parish Council on the 25<sup>th</sup> August 2022.**

**11.5. Coven Heath Christmas Lights - The Finance Committee resolved unanimously in favour that the Clerk should contact the applicant and explain the application process and that in this case an application was unnecessary.**

**11.6. Coven Christmas lights - The Finance Committee resolved, 5 in favour and 1 abstention, that the grants be paid against receipts and the Clerk to inform the applicant.**

**11.7. Forget-me-not Club – Correspondence received advising of their wish to withdraw their grant application.**

**12. Coven Football Pitch Line Marking.** A report, including costings, was prepared by the Clerk on the marking of the football pitches and options available to the Council. **The Finance Committee resolved unanimously in favour that Option 3, the spray line marking machine, be purchased to enable the Parish Council to mark pitches.**

**ANY OTHER MATTERS OF REPORT:**

There were no other matters of report.

Date.....

Chairman.....