**Minutes of the Finance & General Purpose Committee meeting held virtually on**

**Monday 11th January 2021 at 7:00pm via Zoom**

**Present**: Cllr Alan Biddle (Chairman) Cllr David Chenery Cllr Ivor French Cllr Emma Lawrence

 Cllr Robin Cooke

**Officer in Attendance:** Jo Peters, Clerk to the Council

Cllr John Horsnell was in attendance

There were no members of the public present

1. **To receive Apologies for Absence**

There were none.

1. **To receive Declarations of Interest**

 There were none.

1. **Open Public Forum**

There were no members of the public present.

1. **To approve the minutes of the F & GP Committee Meeting held on 2nd November 2020**

A copy of the draft minutes had been circulated to all Committee members prior to the meeting**.**

**RESOLVED**

Minutes of the meeting held on 2nd November 2020 were signed as a true record by the Chairman, when convenient.

1. **To consider purchasing a desktop computer for the Parish Clerk**

The Chairman provided details regarding the Working from Home Risk Assessment carried out and stated the Parish Council must look after the health and welfare of the Parish Clerk. He stated going forward in his view the Parish Clerk should work from home full time but would attend the Library for an Open Public Session (once COVID-19 government guidelines allow) once a week for two hours. Cllr French asked the Clerk to request that the Working from Home Risk Assessment wording be amended to state desktop rather than monitor, modem and keyboard.

**RESOLVED**

The Parish Council would allocate funds between £650.00 and £800.00 for the purchase of a desktop computer for the Parish Clerk.

1. **To consider allocating funds for a replacement soil bunker at the Cemetery**

The Parish Clerk provided details regarding costs for the replacement soil bunker. Some concerns were raised regarding cemetery costs overall. Cllr Chenery thanked the Cemetery Group and work party volunteers for all their hard work carried out.

**RESOLVED**

The Parish Council would allocate funds up to £750.00 for a replacement soil bunker.

The Parish Clerk gave details regarding works required to a Cherry tree at the Cemetery. It was agreed these works should be deferred for consideration by the

E & L Committee.

1. **To consider a Revenue Grant request from the Disability Advice Service**

A copy of the Revenue Grants request form had been circulated by the Clerk to all

Committee members prior to the meeting.

**RESOLVED**

The Parish Council would award £250.00 to the Disability Advice Service.

1. **To consider a Revenue Grant request from East Suffolk Lines Community Rail Partnership towards the electric mini-van DRT service ‘Katch'**

A copy of the Revenue Grants request form had been circulated by the Clerk to all

Committee members prior to the meeting. The Chairman advised in his view this request would be a Capital Grant. Following discussion, it was stated by Cllr Chenery this service could benefit the village and the Parish Council should look to support it. However, concerns were raised regarding as to if Framlingham Town Council and businesses would also be supporting this project as they would be benefitting from it.

**RESOLVED**

The Parish Council would award East Suffolk Lines £300.00 towards the costs of installing charging points for the new electric bus service ‘Katch’.

1. **To receive an update from the Parish Clerk/Responsible Finance Officer on the 2020/2021 accounts & 3rd quarter budget (to be given at meeting)**

A copy of the 3rd quarter accounts had been circulated to all Committee members prior to the meeting. The Parish Clerk/RFO provided details regarding minor typo amendments carried out. An update was given by the Parish Clerk/RFO detailing any over and underspends to date.

**RESOLVED**

**The 2020/21 3rd Quarter Budget be Approved.**

1. **To consider the draft 2021/22 Budget and Parish Precept**

A copy of the draft 2021/22 budget and precept recommendations had been circulated to all Committee members prior to the meeting. Details regarding the draft 2021/22 budget were provided by the Parish Clerk/RFO and the Chairman. The Parish Clerk/RFO provided details regarding correspondence received from ESC and confirmed a one-off further COVID-19 grant would be awarded by ESC for £674.00.

**RESOLVED**

That the Parish Council are recommended to approve the draft budget for 2021/22.

**RESOLVED**

The Parish Council are recommended to approve a 0% increase in the Parish Council Tax element for 2021/22 resulting in a Parish Precept of £71,982.73.

The Chairman thanked the Parish Clerk/RFO for all her hard work preparing the 2021/22 budget.

1. **Matters of report and items for the next meeting**

The Parish Clerk reported she had made some enquires via Heather Heelis (Internal Auditor) regarding the Parish Council changing their accounting system from an excel spreadsheet to a formal accounting package supplied by RBS Solutions. The Chairman requested that the Parish Clerk prepare a paper to include costs and have this matter as a formal agenda item at the next meeting.

There being no further discussion the Chairman closed the meeting at 8.30pm

Signed………………………………………., Chairman Dated…………………..................