

**Minutes of the HR and Finance Committee Meeting held on line via Microsoft teams  
on 10<sup>th</sup> November 2020**

Chair Cllr S Rennie

Cllr D Healing

Cllr M Wardell

Clerk/RFO Jo Tudor

**The meeting started at 18:30 hrs**

There were no members of the public present for the duration of the meeting. There were no declarations of interest from members of the council. No Apologies.

<b>Item</b>	<b>Comments / Recommendations</b>	<b>Action</b>
<b>FHR 19/20</b>	No Public were present	N/A
<b>FHR 20/20</b>	Apologies – Cllr P Galan-Bamfield	N/A
<b>FHR 21/20</b>	No Declarations of interest were received	N/A

<b>FHR 22/20</b>	The minutes of the previous meeting on the 22 <sup>nd</sup> September 2020 were approved	
<b>FHR 23/20</b>	There were no matters arising from the previous minutes	
<b>FHR 24/20</b>	The Financial Records had been circulated prior to the meeting and the Clerk outlined the current financial position. With the current stringent measures in place it is possible the Council will start the next financial year with more reserves than they started this year with.	

**FHR 25/20**

The Committee discussed the possible inclusion in the budget next year of the following items

1. Tennis Court repainting £5000
2. New lap top for Becky the current one is 7 years old £1200
3. CCTV - £10,000
4. River Bank contingency costs £5-10,000
5. Signs for Muga/river bank etc £1000
6. New notice board at the library £1000
7. Software upgrade £1200
8. Mosquito device £1000
9. Cooker remedial work £4000
10. Removal of laurels at the cemetery £1100
11. Play Park reserve needs building up at £5,000 pa to ensure we can replace the play parks as and when required.
12. We are advised to have at least 6-12months general reserve in the account and these will need to be built up so that we can hold £100,000 in general reserves to see us through a year like this one again if necessary. To build this up we need £10,000 a year for the next 3-4 years to put aside.
13. Cemetery Lawn mower £2000
14. Office Counter £500

Some items may need repairing before next year such as the millennium park allotment shed which has a quote of £800 to re felt and a further £700 to cover in corrugated tin which will protect the felt for longer.

The committee was asked to consider Fargo Road Play park and its future. Cllr Healing was to contact one of the residents and ask for some input about the amenity.

The Clerk to work on the budget and present the proposals to the full Council in good time for the budget setting meeting held in the 1<sup>st</sup> week in January.

Clerk to query if the felt will have to be renewed if we cover in tin or if we can just cover over the damaged felt

<b>FHR 26/20</b>	<p>The need for a staff handbook was considered and it was decided it would be a nice to have document and that Councillors would be asked to lend a hand with the creation of such a handbook.</p> <p>The Clerk was asked about her hours and it was agreed to increase her Hours to 30 a week as she was working in excess of her allotted hours and is also looking after all of the facilities at this time.</p>	
<b>FHR 27/20</b>	<p>The meeting then moved into confidential business under section 100 of the Local Government Act 1972.</p>	
<b>FHR 28/20</b>	<p>Due to the nature of the current Lockdown the date of the next meeting was not agreed</p>	