

# Minutes of the HR and Finance Committee Meeting held on the 1st June 2021 in the Robinson Room, Village Hall, Durrington

**The meeting started at 18:00hrs**

There was one member of the public present during the meeting.

|  |  |  |
| --- | --- | --- |
| **Present** | **Cllr S Rennie****Cllr P Galan-Bamfield****Cllr D Healing****Cllr M Wardell** | **Chairman****Vice Chair of Finance** |
| **Item**  | **Comments / Recommendations**  | **Action**  |
| **FHR 01/21** |   Cllr S Rennie was elected as Chairman of the Committee |  |
| **FHR 02/21** | Cllr P Galan-Bamfield was elected as vice chair of Finance   |  |
| **FHR 03/21** | There were no apologies  |  |
| **FHR 04/21** | There were no declarations of interest |  |
| **FHR 05/21** | The minutes of the meeting of the 5th January 2021 were approved. |  |
| **FHR 06/21** | The projector quotes were considered and it was agreed the Clerk will circulate a full report and recommendations for consideration. | Clerk to action |
| **FHR 07/21** | The cooker quotes were deferred until the Clerk can obtain quotes for the electrical work needed to accompany the new cooker installation. | Clerk to obtain |
| **FHR 08/21** | The first months accounts were circulated and the review of the invoices for internal audit purposes must be carried out by Councillors who are not signatory’s on the Bank Account. It was decided to put this on the Agenda for the next full Council meeting to ensure other Councillors will undertake the checks on a quarterly basis. |  |
| **FHR 09/21** | The Clerk reported that the Scribe software is working well save for the Bookings system. The office staff are currently not using the system and will be talking to scribe to ascertain when the system will have the appropriate amendments and whether a reduction in the annual fee is appropriate in the circumstances. | The Clerk to action |
| **FHR 10/21** | The Clerk reported that the extra 5 hours a week is being utilised and at the moment whilst the premises are still very quiet she is managing to keep on top of matters. |  |
| **FHR 11/21** | The meeting then moved into Confidential Business under section 100 (4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act. |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAIRMAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATED