

## Minutes of a Meeting of the Finance Committee

23 April 2020

Held via Skype due to COVID-19 restrictions

**Present:** Councillors S Budd (Chairman), S Al Hassan, S Hill, J Hunt, C Johnson

**Attendees:** Kath MacConnachie (Town Clerk)

The Chairman welcomed all to the meeting and advised of the evacuation procedure.

### 84. Chairman

A vote took place on the election of a Chairman for the meeting. It was **Resolved** that Councillor Budd would chair the meeting.

### 85. Apologies

Apologies for absence were received from Councillors Adams and Todd.

### 86. Declarations of interest under the Localism Act 2011

Councillor Al-Hassan declared an interest under item 90. In relation to the grant application from Lyde Green Community Association, as he was a Trustee of the organisation.

### 87. Minutes of 27 February 2020

It was **Resolved** that the minutes of 27 February 2020 were approved as an accurate record of the meeting and these were signed by the Chairman.

The Clerk noted that the grant payment to C in the Park was not made, as the event was cancelled due to the Covid-19 restrictions.

### 88. Finance Committee online vote of 26 March

It was agreed that the record of the online vote, previously circulated, was an accurate representation of the vote that had taken place.

### 89. Payments

The schedule of payments was circulated in advance of the meeting. It was **Resolved** that the payments be approved and authorised for payment by the Chairman and Clerk.

### 90. Bank Statements & Bank Reconciliations

The Clerk explained that due to technical difficulties, it had not been possible to electronically share the bank statement and reconciliation information to 31 March 2020. The Clerk reassured members that the bank reconciliations balanced, and it was **Resolved** to carry forward the approval and signature of these to a future meeting.

#### 91. Grants

- **Elm Tree Farm (The Brandon Trust) - £1787.20:** The committee consider the grant application from Elm Tree Farm. One member did not vote for the awarding of this grant application, but due to Skype technical issues they were not able to explain their concerns. The committee, wishing to be able to hear all views and consider the matter fully, agreed to defer consideration of this grant application to the May meeting.

**Action: Clerk**

- **Lyde Green Community Association (LGCA) COVID-19 Community response:** The Committee considered the grant application from Lyde Green Community Association. Councillor Al-Hassan did not take part in the discussion or vote on this application, due to his earlier noted interest. It was **Resolved** to approve the award of the grant as requested.

**Action: Clerk**

- **Friends of Emersons Green Park - £164.40** The Committee considered the grant application from the Friends of Emersons Green Park. It was **Resolved** to approve the award of the grant as requested.

**Action: Clerk**

#### 92. Payment of suppliers during Covid-19 pandemic restrictions

Councillor Hunt confirmed that he had raised this under 'items from members' at the last Full Council meeting. The Cabinet Office guidance for Local Authorities and other public organisations (PPN 02/20) concerning 'Supplier relief due to Covid-19' which had been circulated by the Clerk was noted by the committee. It was agreed that this lined up with members views about supporting suppliers in these difficult times.

It was **Resolved** to pay regular suppliers where provision had been disrupted, in particular, Brandon Trust, Youth Works and Extreme Clean. The calculation of the amounts would be based on the average of the previous three months, or in the case of Brandon Trust, where the work was seasonal, based on this time last year. It was noted that Extreme Clean had offered to undertake deep cleans of the bus shelters.

It was **Resolved** to include payment to these suppliers in the April payroll, if possible. As such, the Clerk would add these payments to the payments list and circulate to members for information.

#### 93. Items to report from members

Councillor Al Hassan noted that the organisation Hack The Pandemic, who were using Emersons Green Village Hall as a production facility for PPE for healthcare workers, were seeking funding of £310 to purchase a 3D printer to enable them to increase production. Councillor Budd noted that Councillor Palmer had also mentioned this to him.

It was considered whether the council would wish to purchase a 3d printer for use by the 'Hack the Pandemic' and it was suggested that this could subsequently be donated to the planned

Youth Library for use in the technology area. Councillor Hunt queried whether this printer would be a model that would be suitable for the Youth Library.

It was noted that the procurement for the 'Hack the Pandemic purposes would be time critical and Councillor Johnson queried whether there would be material costs also.

The Clerk noted that more information would be required from Hack the Pandemic on the requirement, and costs, and noted that no decision could be taken at this meeting as the it was not on the agenda. The Clerk suggested that the emergency Covid-19 delegated powers agreed at the last Full Council meeting could be used to agree this outside of a meeting, and members agreed this approach.

The Clerk undertook to contact Hack the Pandemic to request further detail, and to email out to all councillors to gather approval in line with the delegated emergency Covid-19 powers.

**94. Date of next meeting:** Thursday 28 May 2020, 19.00, venue/format to be confirmed.