**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Finance and General Purposes Committee held via Zoom on Monday 15th March 2021, commencing at 6:30 p.m.

Present: Councillor Linda Southworth-Stevens (Chairman)

Councillor Mark Dawkes

Councillor Rachel Johnson-Poulsen

Apologies: Councillor Carwyn Griffiths (family matters)

In attendance: Jayne Constance (Marshfield Village Hall Management Committee), G Thomas (Clerk).

**1. Declarations of Interest**

No interests were declared.

**2. Review of budget for year ending 31st March 2021.**

The Clerk had issued a report of the payments and receipts to 12th March 2021and added possible additional receipts and spending up to 31st March 2021.

The Committee was satisfied that the projected end of year figures are mostly within the total budgeted figures with a £600 overspend on children’s play area maintenance and a £375 overspend on administration/subscriptions. A number of budget headings were underspent, notably donations/wellbeing, which included sums ringfenced for Marshfield Village Hall maintenance.

The Council carried forward £114484.38 from 2019/20 to 2020/21 and, after projected additional receipts and payments, an estimated figure of £122102 could be carried forward to 2021/22.

The Committee noted that the Allotment Committee budget was likely to be almost £700 underspent and agreed that £500 can be carried over to add to the £1500 already allocated in the 2021/22 budget for the Allotment Committee.

**3. Examination of the budget for financial year 2021/22**

The Committee examined the budget that has been agreed for 2021/22. The figure carried forward from 2020/21 had been estimated to be £3029 lower than earlier assessments. This, together with spending already authorised by the Council but not expected to be invoiced until 2021/22, accounted for an estimated £20524, to be allocated from the agreed budget.

**4. Fire safety work at Marshfield Village Hall**

The Committee noted that the Council had delegated the decision on funding for this work to the Finance & General Purposes Committee during its meeting on 9th February 2021 (Minute 153).

The Committee welcomed Mrs Jayne Constance, Vice Chair/Treasurer for Marshfield Village Hall Management Committee. Mrs Constance had sought estimates from six suitable contractors for fire alarm and detection systems and emergency lighting. A further estimate was provided for fitting a push bar mechanism to the rear exit door. The Committee examined the detail of the estimates provided and discussed the matter with Mrs Constance.

***The Committee agreed that the Community Council will make a contract with the chosen contractors to donate the work to the Village Hall Management Committee.***

***It was agreed that Secure Systems will be appointed to provide the fire alarm and emergency lighting at a cost of £3280+VAT for the alarm and £1095+VAT for the emergency lighting and Mr Locks be appointed to provide the push bar mechanism to the rear door at a cost of £244+VAT***

Further to the work stated above, the fire safety report required work to provide internal fire doors and a small amount of fire resistant ceiling to parts of the building.

***The Committee agreed that members of the Committee should receive by email details of estimates being prepared for this work and that the Committee will make a decision leading to the Council making a contract with the chosen contractors, provided the total cost of the work does not exceed £3000.***

All work was to be funded from unallocated reserves shown in the 2021/22 budget.

**5. Request for a Donation**

The Committee considered a request from Urdd national Eisteddfod and NSPCC Cymru.

***The Committee agreed to recommend not to donate to Urdd, national Eisteddfod but to donate £75 to NSPCC Cymru.***

**6. Scrutiny of accounts and financial records**

The Clerk had provided copies of Barclays bank statements up to 12th March 2021 for the Committee to compare with corresponding payments and receipts schedules and bank reconciliation. Members were provided with an opportunity to ask questions about invoices and other financial records.

**Meeting ended 19:45**