



BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
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Minutes of the MEETING of the Finance & Governance Committee held at 11:00am on Tuesday 25th June 2024 at the Bembridge Parish Office.

Mark Rochell, Clerk and Responsible Financial Officer to the Council

26th June 2024

Committee Members: Cllr Brabazon, Cllr I Davis, Cllr M Humphray, Cllr P Kenny
Cllr G Stoddart-Stones, Cllr L White

Public Forum: No members of the public in attendance.

Agenda

1. Election of the Chair and Vice-Chair of the Committee

1.1. To elect the Chair of the Committee for 2024-25.

Resolved: To elect Cllr G Stoddart-Stones as Chair of the Committee for 2024-25.

1.2. To elect the Vice-Chair of the Committee for 2024-25.

Resolved: To elect Cllr M Humphray as Vice-Chair of the Committee for 2024-25.

2. Apologies for Absence

To receive apologies for absence.

Resolved: To accept apologies from Cllr J Lake.

3. Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda.

None Received.

4. Minutes of the Last Meeting

To receive for approval minutes of the Finance & Governance Committee meeting held on 7th March 2024.

Resolved: To receive and approve.

Note: Agenda item 12 was discussed at this point.

5. Bank Reconciliations and List of Transactions

To receive and recommend to Full Council for approval:

i). Transactions list up to 1st June 2024.

ii). Bank Reconciliations up to 1st June 2024.

Resolved: To defer to Full Council on 17th July 2024.

6. Lengthsmen's timesheets

To note the Lengthsmen's timesheet spreadsheet for April & May.
Noted.

7. Insurance

To discuss and review insurance claims for recent accidental damage to car windscreens.
Resolved: To check impact on premium and excess before making a claim for claim 2 only.

Note: Cllr G Stoddart-Stones left the meeting and Cllr M Humphray assumed the role of Chair for the remainder of the meeting.

8. Small Grant Applications

To review and make recommendations to Full Council regarding small grant applications.

8.1 Bembridge Flower Festival

Resolved: The Committee having discussed with the organisers decided that it was too late this year for funding, but the Council would welcome an application for the next Flower Festival.

8.2 Bembridge Ukelele

Resolved: To agree to a small grant of £100.00.

8.3 First Act

Resolved: To refuse the application for funding on this occasion.

8.4 IWPantries

Resolved: To refuse the application for funding on this occasion.

9. Staff Hours

To confirm working hours of Debbie Glover as 5 hours per day 09:00 – 14:00
Monday – Wednesday.
Confirmed and agreed.

10. Cost Contribution request from BYFC

To consider request for contribution towards awards ceremony screen costs from Bembridge Youth Football Club.

Resolved: To give permission for the event to take place in Steyne Park, but to refuse request for contribution.

11. CCTV

To consider and agree quote for improvements to CCTV operations at Village Hall.

Resolved: To agree to quote for the 4 channel NVR plus two cameras only at this stage.
Following consultation with VHMC to arrange installation.

12. Adobe Acrobat Pro Licences

To discuss and review decision made by Staffing & Finance Committee on 12th April 2022 (Minute No 4.c.) to purchase 3 Adobe Pro Licences for the office.

Resolved: To trial the free software 'PDFgear' for 1 month, if following trial, the office feel an Adobe Acrobat Pro Licence is required then Committee agreed that **one** licence was to be purchased for office use.

13. Sub-Committees

To agree to form two new Sub-Committees as follows:

13.1. Assets & Estates Sub-Committee

Resolved: To form Assets & Estates Sub-Committee and for meetings to follow on from Finance & Governance Committee meetings.

13.2. Steyne Park Sub Committee

Resolved: To maintain Steyne Park group as a Working Group reporting to the Finance & Governance Committee.

Meeting Closed: 12:00am.

DATE OF NEXT MEETING – Tues 23rd July 2024 10:00am