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19th April 2021

Dear Councillor

You are summoned to attend the Meeting of Crich Finance Committee on Monday 26th April 2021 at 10.30am via video conference. Members of the public or press wishing to attend the meeting should contact Council Chair to obtain the video conference link, prior to 5.00pm on the day prior to the meeting: margaret_lane@btinternet.com



Carolyn Jennings
Clerk & RFO

AGENDA

1: ABSENCE

To note apologies for absence.
Apologies: **None**

2: VARIATION OF ORDER OF BUSINESS

3: DECLARATION OF MEMBERS' INTERESTS

- a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
- b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.
Personal Interests (not Pecuniary) declared: None

4: PUBLIC SPEAKING

- a) A period of 15 minutes will be made available for members of the public and members of the Council to comment on any matter. *Speaking is limited to 3 minutes per person and is at the discretion of the Chair.*
- b) If the Police Liaison Officer, a County or District Councillor is in attendance, they will be given the opportunity to raise any relevant matter.

5: CRICH PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND Adopted 4th November 2019 Minute No 2254/19

a) Amendments

Due to the Covid-19 pandemic the Council had to move to Faster Payments via Internet banking. This move, whilst initially difficult and time consuming to set-up, is now working well.

Regular payments made by standing order/direct debit are approved annually (next Item on Agenda), payroll is paid in accordance with contract, and other invoices are scheduled for approval at a Full Council or Committee Meeting with payments being made the following day. In order for this to continue minor amendments to Financial Regulations are required. Document with amendments highlighted in red, pages 9,10 and 11, attached

Appendix A

b) "6. Instructions for the making of payments

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments."

Clerk to show Finance Committee the sealed envelope which will be posted signed-for first class to Council Chair after appointment at Full Council Meeting 5th May 2021.

b) Bank Account Access

On commencement to position, the Clerk wrote to Yorkshire Bank to advise them that Mr Ludlam was no longer Clerk and should be removed from the Council's Banking access.

Last year during the move to on-line payments, the Clerk discovered that Mr Ludlam, was still registered as a user for telephone and internet banking on the Council's account. She wrote to the Bank again to ask them to remove Mr Ludlam's access to the Council's account.

During a recent check Mr Ludlam's name still appeared as a user, so the Clerk wrote to the Bank for a third time. The Bank has written back saying "*Mr Ludlam has no access to any internet or telephone banking as his user is blocked.*" A request has also been sent to on-line banking to remove his name from the on-line system, or to make it more obvious he no longer has access.

The communication from the Bank has been printed and placed in the Banking binder, and has also been circulated to the Finance Committee. This is so that the new Clerk is informed of the situation.

6: SCHEDULE OF PAYMENTS

To authorise the schedule of regular payments to suppliers for 2021/22. To be paid by standing order on the 1st of each month commencing 1st May 2021, or direct debit.

Name of supplier	Old standing order amount	New standing order amount
Crich Glebe Field Trust Ltd	£846.40	£861.21
Fox Grounds Maintenance & Landscaping Ltd	£585.60	£597.31
Keptkleen Ltd	£532.48	£532.48
Software into Action Ltd	£46.80	£46.80
Handy Services – D Creed	£260.00	£271.00
	Direct Debit	Direct Debit
Firefly Enterprises Ltd	£42.00 - £62.00 est	£42.00 - £62.00 est
British Gas	£2 - £20 est	£2 - £20 est

It is not possible to alter standing order amounts set-up by the Bank, and the on-line system does not have a set-up option. The Clerk has therefore written to the Bank to ask that the relevant

standing order amounts be amended for 1st May 2021 payments (where increased) – Chair and Vice Chair also cc.

7: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Reconciliation

Copy of Bank Statement to confirm balance of £79,526.36, highlighted yellow, (downloaded as Bank Statement not yet arrived in post).

Appendix B

Bank Reconciliation. A Councillor (not Council Chair – Fin Reg 2.2) to initial and confirm at later date.

Appendix C

b) Balance sheet

Summary of expenditure against budget 2020-21

Appendix D

8: END OF YEAR

To review the End of Year financial statement covering 1st April 2020 to 31st March 2021.

Appendix E

9: INTERNAL AUDITOR

a) 2020/21

The Internal Audit has been carried out and AGAR signed.

The Internal Auditor has been thanked for his work over the years, and advised that Council will be appointing a new Internal Auditor for next year's inspection.

b) 2021/22

The Council has approved a change in Internal Auditor for 2021/22.

Items required to facilitate:

- Development of new Asset Register – Council Chair and Finance Chair, pending
- Review of Internal Control Policy – Clerk, pending
- Disciplinary and Grievance Policy – completed
- Increase in budget – completed

To have started:

- Burial Ground Rules and Regulations – Working Party/Clerk – started
- Review and re-writing of Burial Ground Fees – completed (though may need slight review re ashes)
- H&S inspection (and repairs) – to be started

10: CONFIDENTIAL INFORMATION

To move the following resolution: 'That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of a Member or employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw'. Any documents referring to the confidential discussion are supplied also confidential.

11: STAFFING SUB-COMMITTEE

Verbal report from Staffing Sub-Committee Chair, Cllr P Yorke, regarding any relevant points from the Staffing Sub-Committee Meeting preceding this Finance Committee Meeting.

12: NEXT FINANCE COMMITTEE MEETING

Monday 26th July 2021 – 10.30am

Location/method to be agreed closer to meeting date.