

CRICH PARISH COUNCIL

Glebe Field Centre,
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Crich
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8th April 2019

Dear Councillor

You are summoned to attend the Meeting of Crich Finance Committee on Monday 15th April 2019 at 10.00am in the Parish Council Office, Glebe Field Centre, Crich.



Carolyn Jennings
Clerk & RFO

AGENDA

1: APOLOGIES FOR 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.

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: ELECTION OF FINANCE COMMITTEE CHAIR

The Committee to elect a Finance Chair for 2019-20.

6: TERMS OF REFERENCE

The Committee to review the Terms of Reference adopted by Full Council on 14th May 2018, amended 3rd September 2018 – Minute no 1821/18

7: SCHEDULE OF PAYMENTS

To authorise the schedule of regular payments to suppliers for 2019/20. To be paid by standing order on the 1st of each month, commencing 1st May 2019.

Appendix A

Name of supplier	Standing order amount
Crich Glebe Field Trust Ltd	£829.80
Fox Grounds Maintenance & Landscaping Ltd	£480.00
Keptkleen Ltd	£270.40
Software into Action Ltd	£ 46.80
Handy Services – D Creed	£231.00
	Direct Debit
Firefly Enterprises Ltd	£42.00 - £62.00 est

8: CHEQUES

Next Full Council Meeting not until 13th May 2019, some payments required before then. Cheques for signing to be presented at Meeting, to be reported as usual at next Full Council Meeting.

9: BANK RECONCILIATION AND BALANCE SHEET

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

Appendix B

b) Balance sheet – summary of expenditure against budget 2018-19.

Appendix C

10: END OF YEAR

To review the End of Year financial statement covering 1st April 2018 to 31st March 2019.

Appendix D

CONFIDENTIAL INFORMATION

11: 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 an 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 separately.

12: CLERK

a) Annual leave sheet for 2018-19 – close of year to be signed by Council Chair/Finance Chair. To be presented at meeting.

b) Annual leave sheet for 2019-20 – start balance and entries to be signed by Council Chair/Finance Chair. To be presented at meeting.

c) Time sheets – January, February, March 2019 - to be signed by Council Chair/Finance Chair. To be presented at meeting.

d) Clerk's Employment Contract, Item 6

13: NEXT MEETING

Monday 22nd July 2019 – 10.00am

Parish Council Office, Glebe Field Centre, Crich.