

MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 17th October 2022 AT 10.30AM, IN GLEBE FIELD CENTRE

F069/22 **Present:** Cllrs: V Broom (Finance Chair), M Lane (Council Vice Chair), R Walsh, M Baugh
In attendance: S Teece - Parish Clerk & RFO

F070/22 **TO NOTE ABSENCE**
Cllr P Yorke (Council Chair)

F071/22 **VARIATION OF ORDER OF BUSINESS**
It was not considered necessary to vary the order of business.

F072/22 **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.

F073/22 **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.*
None
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.
None

BANK RECONCILIATION AND BALANCE SHEET

F074/22 **a) Bank Statement**
Copy of Bank Statement to 31st July 2022 to confirm balance of £119,562.56
Copy of Bank Statement to 31st August 2022 to confirm balance of £124,211.94
Copy of Bank Statement to 30th September 2022 to confirm balance of £172,485.70

F075/22 **b) Bank Reconciliation**

Bank Reconciliation – July 2022
Bank Reconciliation – August 2022
Bank Reconciliation – September 2022

Resolved: Finance Chair confirmed the Bank Statement and Reconciliation and both were signed

F076/22 **c) Balance sheet - summary of expenditure against budget 2022/23**

It was noted

Resolved: Finance Chair confirmed and signed the Balance Sheet

FINANCE

F077/22 **a) Receipts**

Summary of Receipts 1st July 2022 to 30th September 2022 £62,346.54, circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Receipts

F078/22 **b) Payments**

Summary of Payments 1st July 2022 to 30th September 2022 £19,748.61, circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Receipts

F079/22 **BANK CHARGES**

Bank charges to end July 2022 £11.90

Bank charges to end of August 2022 should be £11.90 not £12.50 as reported on the Agenda

Bank charges to end of September 2022 £12.50

Resolved: The bank charges were noted

F080/22 **VAT**

VAT Return completed for July 22 to September 22 £1,721.94 reclaimed

F081/22 **PRECEPT**

Second payment received September 2022 £50,757.50

F082/22 **ASSET REGISTER**

The asset register is currently being worked on by Cllr Broom, Cllr Lane & the Clerk

Clerk to look through the invoices to allocate amounts paid where relevant.

Resolved: The Clerk has been able to go through 10 years of invoices, however, more work is needed to tidy up the spreadsheets before distribution and further discussion.

F083/22 **AGAR & INTERNAL AUDITOR**

The audit was carried out in May 2022, advisory notes are as follows.

- Banking arrangements – the auditor strongly advises that the Council looks to have dual authorisation on bank payments either with their current bank or by changing to a bank that offers this facility.

Resolved: The Clerk has taken advice from our current banking provider and this is possible to set up. The Clerk and Cllr Broom to test the authorisation process, once established other members of the parish council will be trained to use the authorisation process and this task will be done on a rota system.

- The auditor noted that there is a discrepancy of £15 on the brought forward figure for 31 March 2021 between the bank statement and what has been published. However, all income and expenditure for the current year has been accurately recorded.

Update: The £15 difference is a cheque for £15 which did not appear on the bank statement downloaded from internet banking, but was on the bank statement posted from the bank.

F084/22 **APPOINTMENT OF INTERNAL AUDITOR**

DALC are offering a new internal auditing service.

The audits will be carried out in 2 stages, the autumn audits will cover governance and the spring audit will cover finance.

We have appointed DALC as our internal auditor.

F085/22 **PUBLIC TOILETS – WINTER CLOSING**

The public toilets were previously closed for 4 months during winter. During the meeting in September 2021 it was felt this was too long and after liaising with the cleaning contractor, who offered to clean for 2 extra months with no increase in charges, this was reduced to 2 months of closure.

After a discussion in the September 2022 meeting the Clerk was asked to look at the costings of opening the public toilet all year round. Again, our cleaning contractor offered to clean for 2 extra months instead of just inspect for no extra cost.

The toilets are now to be open all year round.

F086/22 **RISK MANAGEMENT/INTERNAL CONTROLS POLICY**

Cllr Broom to review policy

Cllr Broom has taken advice from DALC, our financial regulations partly cover the risk management. The policy review is still in progress.

F087/22 **GRANTS AND DONATIONS**

Annual Community Groups Grant Scheme

The application forms were issued on 31st August 2022, a notice put on the Parish Council website, and the notice board. The closing date is 31st October 2022.

A reminder email was sent on 6th October 2022, written reminders were posted on 13th October and a post was put on the Crich Community Facebook page.

Only 1 application form has been received so far, Derbyshire Toy Library.

A phone call was received from Amber Valley 1st Responders to say they will not be applying this year, but will continue to look after our de-fibs. They have not spent the money they received from us last year yet.

Resolved: All applications to be sent to councillors by email and amounts to be paid to be agreed at the full council meeting in December 2022.

F088/22 **DRAFT BUDGETS AND PRECEPT 2023/24**

The Committee reviewed the current budget situation and considered the budget for 2023/24, both circulated with Agenda. The draft Budgets took in to account a number of elements which were discussed in detail. As Staff costs were at a set national rate and discussion was not necessary, there was no need for Cllr Baugh to leave the room.

Items for particular discussion:

- **Administration** – Decreased from last years budget, some costs now known.
- **Training** – £100 increase on last year Clerk will need to undertake a number of courses (approved by Council 4th October 2021), plus addition of CiLCA cost.
- **Staff costs** – includes: national pay increase outstanding April 2022 – March 2023. 1 point upgrade April 2023, estimated SCP annual increase at 2% for 2023/24, estimated pension contribution 3%. One week overtime allowance, at Council's discretion.
- **Burial Ground** – increased to accommodate annual increases, some estimated. Money for software in reserves
- **Landscaping** – increased to accommodate annual increases, some estimated.
- **Recreation Ground enhancement** – includes £4000 for cctv and £500 for repair to Goal Mouths.
- **Grants** – remains as last year but may need to amend dependant on Finance Committee discussions.
- **Parish enhancements – Floral Displays** – Increase to include Additional hanging baskets in Fritchley, additional Christmas lights and small Christmas trees.
- **Public w/c** – Now open all year round, no extra cost from Keptkleen, however, this may change as not had new figures for next year yet.
- **Capital projects** – Check if any new projects planned.
- **Tree survey and works** – To take place in 2022. Therefore only emergency work will be needed.

Resolved to recommend: Council to consider the budgets put forward by the Finance Committee at Full Council meeting.

F089/22 **CONFIDENTIAL INFORMATION**

Resolved: 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), that the press and public be temporarily excluded and they are instructed to withdraw. Any documents referring to the confidential discussion supplied are also confidential.

F090/22 **STAFFING SUB-COMMITTEE REPORT**

Update from Council Chair, resulting from meeting prior to this one.

- Timesheets
 - Annual Leave
- Resolved to recommend:** All Approved.

F091/21 **NEXT MEETING**

Please note, the meeting room may change in February

13th February 2023 – 10.30am

Room to be advised, Glebe Field Centre

Meeting closed: 12:24pm