

## MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 25<sup>th</sup> July 2022 AT 10.30AM, IN GLEBE FIELD CENTRE

F051/22 **Present:** Cllrs: V Broom (Finance Chair), Cllr M Lane (Council Vice Chair), R Walsh, P Yorke (Council Chair)

**In attendance:** S Teece - Parish Clerk & RFO

F052/22 **TO NOTE ABSENCE**

Cllr M Baugh

Cllr R Walsh will be attending late.

F053/22 **VARIATION OF ORDER OF BUSINESS**

It was not considered necessary to vary the order of business.

F054/22 **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.

F055/22 **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**

F056/22 **a) Bank Statement & Reconciliation**

Copy of Bank Statement to 30<sup>th</sup> April 2022 to confirm balance of £138,180.26

Copy of Bank Statement to 31<sup>st</sup> May 2022 to confirm balance of £133,756.55

Copy of Bank Statement to 30<sup>th</sup> June 2022 to confirm balance of £129,887.97

Bank Reconciliation – Apr 2022

Bank Reconciliation – May 2022

Bank Reconciliation – Jun 2022

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

F057/22 **b) Balance sheet - summary of expenditure against budget 2021/22**

It was noted

**Resolved:** Finance Chair confirmed and signed the Balance Sheet

## **FINANCE**

### F058/22 **a) Receipts**

Summary of Receipts 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022 £58,939.06, circulated with Agenda.

**Resolved:** Finance Chair confirmed and signed the Summary of Receipts

### F059/22 **b) Payments**

Summary of Payments 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022 £16,967.81, circulated with Agenda.

**Resolved:** Finance Chair confirmed and signed the Summary of Receipts

### F060/22 **BANK CHARGES**

Bank charges to end April 2022 £16.70

Bank charges to end of May 2022 £11.00

Bank charges to end of June 2022 £11.90

**Resolved:** The bank charges were noted

### F061/22 **VAT**

VAT Return completed for Apr 22 to Jun 22 £1101.66 reclaimed

### F062/22 **ASSET REGISTER**

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

A meeting took place on 4<sup>th</sup> May with Cllr Broom, Cllr Lane and the Clerk, each item on the Asset Register was assessed.

**Resolved:** Clerk to look through the invoices to allocate amounts paid when asset was purchased where relevant.

A separate document to be produced documenting all the information discovered relating to some of older assets.

The old minute books are not to be added to the asset register. They are to be deposited at the records office.

### F063/22 **AGAR & INTERNAL AUDITOR**

The AGAR has been completed and is now displayed on the Council Notice Board and Website from 13<sup>th</sup> June 2022 to 22<sup>nd</sup> July 2022.

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 to contact Virgin Money to see if a second authorisation process is an option.
- ‘I understand that work is still being carried out on the Asset Register’. The auditor suggests ‘that the Council makes this a priority for completion so that it is available at the next audit’.  
**Resolved:** Work on the Asset Register is ongoing.
- Minutes of meetings – ‘whilst minutes of the full council and finance committee are available on the Council’s website, the minutes of the staffing committee are not. As a sub- committee of the Council, minutes of staffing meetings should be available. However, due to the nature of the items discussed it may mean that the minutes contain a resolution to close the meeting to the public due to the confidential nature of the business being discussed’.  
**Resolved :** A Statement is to be added to the Staffing Committee Agenda & Minutes closing the meeting to members of the public due to confidentiality.
- ‘It is unclear at present whether the Council is registered with the Pension Regulator. All employers should be registered, and employees should have the opportunity of joining a pension scheme’.  
**Resolved:** Register with the Pension Regulator if not already registered  
Research to be carried out by the Clerk to see if Crich PC can pay into the Clerks private pension.

- 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'.  
**Resolved:** Clerk to look into this.
- The auditor 'has not examined the burial records for the Council; however, has discussed the arrangements that the Council has in place. The Clerk is working towards setting up a spreadsheet to show a clear audit trail between payments received and burials/cremations recorded, and permits issued. Many of the records are handwritten and stored securely'.  
**Resolved:**A New Spreadsheet has been started by the Clerk

F064/22 **RISK MANAGEMENT/INTERNAL CONTROLS POLICY**

Cllr Broom to review policy

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

F065/22 **ICO**

A Direct Debit has been set up for the annual fee paid to the Information Commissioner's Office, this gave us a £5.00 discount, taking the annual fee down to £35.00 per year.

**Noted**

F066/22 **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.

F067/22 **STAFFING SUB-COMMITTEE REPORT**

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

- Timesheets
- Annual Leave
- Annual Point Increase 2022/23  
From SCP 24 £15.16 per hour to SCP 25 £15.64

**Resolved to recommend:** All Approved.

F068/21 **NEXT MEETING**

**Please note, the meeting room may change in October**

Monday 17<sup>th</sup> October 2022 – 10.30am

Room to be advised, Glebe Field Centre

Meeting closed: 11:35pm



