

MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD VIA VIDEO CONFERENCE, ON MONDAY 26th APRIL 2021 AT 10.30AM

F012/21 **Present:** Cllrs: V Broom (Finance Chair), Cllr M Lane (Council Chair), M Baugh, R Walsh, P Yorke

In attendance: C Jennings - Parish Clerk

F013/21 **TO NOTE ABSENCE**

None

F014/21 **VARIATION OF ORDER OF BUSINESS**

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

F015/21 **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

F016/21 **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

CRICH PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

Adopted 4th November 2019 Minute No 2254/19

F017/21 **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, was now working well. Regular payments made by standing order/direct debit are approved annually, payroll is paid in accordance with contract, and other invoices are scheduled for approval at a Full Council or Committee Meeting and made the following day.

In order for this to continue minor amendments to Financial Regulations were required. Document with amendments highlighted, pages 9,10 and 11 circulated with Agenda.

Resolved to recommend: Minor amendments to Parish Council's Model Financial Regulations 2019 for England be made to enable use of Faster Payments and relevant checks:

6.5 add to end of paragraph "or a printout of the bank transfer confirmation, attached to invoice."

6.9 include "Faster Payment"

6.15 "Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. Payments, other than those for regular payments, contractors, utilities etc, will be scheduled for the day after the Full Council Meeting or Finance Committee Meeting at which they are presented. Payments will only be made with approval by a Resolution. Time sensitive payments may be made with the approval of Chair, Vice Chair and the Clerk, and ratified at the next Council Meeting."

Resolved: The Finance Committee noted it would add a review of banking options to its' Work Programme for next year. This would give time for analysis of the new Virgin Money banking system to be considered, as Council had not yet been moved over to it, and it could potentially offer more services. Council was not currently paying any fees.

Clerk to add this as a reminder on the Annual monthly actions/task document (*confirmed added*).

F018/21 **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 showed Finance Committee the sealed envelope which will be posted signed-for first class to Council Chair after appointment at Full Council Meeting of 5th May 2021.

F019/21 **c) 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. 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.

Resolved to recommend: The Clerk to monitor the Banking webpage relating to access to the Council's Bank Account. If Mr Ludlam's name has not been removed, or it has not been made obvious he no longer has access by the end of June 2021, to write to the Bank again (*confirm in diary*).

F020/21 **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.

Resolved to recommend: To approve the schedule of regular payments to suppliers for 2021/22.

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

The Clerk had written to the Bank to ask that the relevant standing order amounts be amended for 1st May 2021 payments. The Clerk confirmed the changes had now been made.

BANK RECONCILIATION AND BALANCE SHEET

F021/21 a) Bank Reconciliation

Bank Reconciliation and copy of Bank Statement to confirm balance of £79,526.36 (downloaded as Bank Statement had not arrived in post), circulated with Agenda.

Resolved: Finance Chair confirmed and approved the Bank Reconciliation as at 31st March 2020. To be initialled at a later date

F022/21 b) Balance sheet - summary of expenditure against budget 2020/21

It was noted that Council was now in a good financial position including being able to undertake the installation of the new access road in the Burial Ground, for which planning had commenced.

Resolved: Finance Chair confirmed and approved the Balance Sheet as at 31st March 2021. To be initialled at a later date

F023/21 END OF YEAR

Resolved to recommend: To present End of Year financial statement covering 1st April 2020 to 31st March 2021 to Full Council for signing.

F024/21 FORWARD PLANNING

Finance Chair gave thanks to the Finance Committee and Clerk for managing the finances so well over the last year under difficult circumstances. Expenditure was within budget. Reserves were back where they should be, and once the Burial Ground works were completed later this year, Council was on track to start thinking about a new project. It was noted it would be good to undertake work in outlying Parish areas, rather than Crich itself. Ideas included:

- Fritchley Green – boundary posts/rocks to stop parking (consult AVBC re grass cutting provision)
- Whatstandwell – replacement notice board
- Wheatcroft Banks – if search confirms Parish Council ownership, to undertake reclamation work, like Jubilee Ground, to make accessible
- Refurbishment of the public toilets on Bowns Hill (unable to undertake 2020/21 due to spend on Covid cleaning instead. To look at the licence re responsible party, and if there is a possible option to purchase building)
- Jubilee Ground – installation of path/possible more fencing
- Parking – notices to encourage walkers to use parking other than Crich Market Place/signs detailing other parking locations – layby above Jubilee Ground, Sandy Lane. Layby opposite Cliff Inn, Leashaw Road
- Asset Register – employment of specialist/valuer to ascertain value (monetary or otherwise) of Council's property and possessions
- Parish Quarry – reclamation work, like Jubilee Ground, to make accessible
- To link together a number of the smaller projects under the banner "Parish Council is investing in supporting the Environment of Crich Parish by undertaking a) b) c) etc".

- Decorating of the Council Office had not taken place during 2020/21 due to Covid restrictions
- The proposed new business hanging baskets had also been put on hold due to restrictions

INTERNAL AUDITOR

F025/20 a) 2020/21

The Internal Audit had been carried out, and the AGAR signed. The Internal Auditor had been thanked for his work over the years, and advised that Council would be appointing a new Internal Auditor for next year's inspection.

F026/20 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, working draft to go to Annual Meeting of Crich Parish Council on 5th May 2021
- 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

Resolved to recommend: The Clerk to obtain a list of alternative Internal Auditors from DALC, for consideration at the meeting of 26th July 2021.

F027/21 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.

F028/21 STAFFING SUB-COMMITTEE

A verbal report from Staffing Sub-Committee Chair, Cllr P Yorke, advised the Clerk's annual leave sheet for 2021-22 had been reviewed, and would be signed at a later date. Time sheets for January, February and March had been reviewed, and it had been noted that extra work hours were still being required. A note had been made to look at this when the recruitment process started. The Staffing Sub-Committee reviewed the recruitment timetable and agreed it would fulfil the requirements of reporting to Finance Committee and Full Council, whilst also providing a good structure to start the move to recruitment. The focus of advertising the role would be that the Council was very active, and having now developed a solid administrative foundation would be looking forwards to continuing recent successes by identifying additional new projects and services it could deliver to the local community. The Clerk was also developing a working document containing a list of annual tasks/actions required of the role, broken down into months, with details of where relevant information could be accessed. This would be really useful to the new Clerk, and ensure tasks/actions were not missed.

Resolved: The recruitment timetable to be circulated to the Finance Committee, and attached to the Minutes of the Staffing Sub-Committee, for Full Council consideration.

F029/21 NEXT MEETING

Monday 26th July 2021 – 10.30am

Location/method to be agreed closer to meeting date.

Meeting closed: 11.30am