

CRICH PARISH COUNCIL

Glebe Field Centre,
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Crich
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14th January 2020

Dear Councillor

You are summoned to attend the Meeting of Crich Finance Committee on Monday 20th January 2020 at 10.00am either in the Parish Council Office, or the Computer Room, Glebe Field Centre, Crich.



Carolyn Jennings
Clerk & RFO

AGENDA

1: APOLOGIES FOR ABSENCE

To note apologies for absence.
Cllr M Lane – Council Chair

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: BANK RECONCILIATION AND BALANCE SHEET

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

Appendix A

Appendix B

6: SIGNING OF COMMITTEE MINUTES

Finance Chair to counter sign Finance Committee Minutes for 2019 – 2020. To be presented at Meeting.

7: FINANCE COMMITTEE TERMS OF REFERENCE

To add a statement to Point 8, Responsibilities: "Supervision and employment of staff."

Appendix C

8: GRANT APPLICATIONS 2017/18

To consider the match between applications circulated 18th December 2019, (master documents available at meeting), and criteria. Criteria match spreadsheet reattached

Criteria match spreadsheet

Appendix D

9: ANNUAL INSURANCE POLICY

The Parish Council is no longer tied-in to a three-year contract deal, and so Came & Co have been able to obtain three quotes for comparison purposes, along with a recommendation. Please note: Despite numerous exchanges the amount for Street Furniture is still incorrect and has been decreased from last year by £4k. Another request has been made to rectify the error and hopefully a new Schedule and invoice will be available for the meeting.

Appendix E
(9 documents)

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 separately.

11: CLERK

a) Annual leave sheet to be presented at the meeting – to be signed by Council Chair

b) Time Sheets – October, November and December 2019 - to be signed by Council Chair

Review of impact of 24 hrs per week working during October to December 2019.

Appendix F

c) List of admin tasks to select from that could be undertaken by admin support, as requested by Finance Committee.

Appendix G

12: NEXT FINANCE COMMITTEE MEETING

Monday 20th April 2020 – 10.00am
Parish Council Office, Glebe Field Centre, Crich.