

# CRICH PARISH COUNCIL

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14<sup>th</sup> April 2019

Dear Councillor

You are summoned to attend the Meeting of Crich Finance Committee on Monday 20<sup>th</sup> April 2020 at 10.00am via video conference.



Carolyn Jennings  
Clerk & RFO

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## 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.

For the link to the video conference please contact Council Chair Cllr M Lane, or the Clerk.

### 5: ELECTION OF FINANCE COMMITTEE CHAIR

The Committee to elect a Finance Chair for 2020-21.

### 6: TERMS OF REFERENCE/MANAGEMENT OF STAFF

The Finance Committee has historically been responsible for the reviewing HR matters, but this is not included in the Terms of Reference. The current Terms of Reference were re-adopted by Full Council at its meeting on 13<sup>th</sup> May 2019, Minute no 2033/19.

At the last Finance Committee Meeting of 20<sup>th</sup> January 2020 it was:

**Resolved:** Finance Chair Cllr V Broom, Council Chair Cllr M Lane and Vice Council Chair P Yorke to review what statement, if any, should be included in the Finance Committee Terms of Reference relating to the 'Supervision and employment of staff'. To present recommendations at next Finance Committee Meeting of 20<sup>th</sup> April 2020. (Minute no F008/20)

## 7: SCHEDULE OF PAYMENTS

To authorise the schedule of regular payments to suppliers for 2020/21. To be paid by standing order on the 1st of each month, commencing 1<sup>st</sup> May 2019.

<i>Name of supplier</i>	<i>Old standing order amount</i>	<i>New standing order amount</i>
Crich Glebe Field Trust Ltd	£829.80	£846.40
Fox Grounds Maintenance & Landscaping Ltd	£532.80	£585.60
Keptkleen Ltd	£270.40	£297.43
Software into Action Ltd	£ 46.80	£46.80
Handy Services – D Creed	£231.00	£260.00
	<i>Direct Debit</i>	<i>Direct Debit</i>
Firefly Enterprises Ltd	£42.00 - £62.00 est	£42.00 - £62.00 est

## 8: PAYMENTS

Next Full Council Meeting not until 11<sup>th</sup> May 2020, some payments required before then. Payments for approval 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 at later date.

**Appendix B**

Copy of Bank Statement to confirm balance of £61,267.60 (downloaded as Bank Statement not yet arrived in post).

**Appendix C**

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

**Appendix D**

## 10: END OF YEAR

To review the End of Year financial statement covering 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

**Appendix E**

## 11: INTERNAL AUDITOR

### a) 2019/20

The Internal Audit arranged for this year has had to be postponed due to Government restrictions relating to Coronavirus. It will be reorganised when timelines are advised and documentation received.

### b) 2020/21

Finance Chair has suggested a change in Internal Auditor for 2020/21.

Items required to facilitate: Increase in budget, review and rewriting of Internal Control Policy, development of new Asset Register, Disciplinary and Grievance Policy plus any other policies required. To have started: Review and rewriting of Burial Ground Rules and Regulations including fees, Exclusive Right of Burial Policy and costs, H&S inspection (and repairs).

## 12: CLERK/RESPONSIBLE FINANCIAL OFFICER

Items relating to staffing pending; to be noted.

To be referred to relevant Committee Meeting, as recommended by Finance Committee, Item 6 on this Agenda after approval at Full Council Meeting.

- a) Annual leave sheet for 2019-20 – close of year to be signed by Cllr appointed to line manage the Clerk or appointed Committee Chair.
- b) Annual leave sheet for 2020-21 – start balance and entries to be signed by Cllr appointed to line manage the Clerk or appointed Committee Chair.
- c) Time sheets – January, February, March - to be signed by Cllr appointed to line manage the Clerk or appointed Committee Chair.

**13: NEXT MEETING**

Monday 27<sup>th</sup> July 2020 – 10.00am

Location/method to be agreed.