

CRICH PARISH COUNCIL

Glebe Field Centre,
Glebe Field Close,
Crich
Derbyshire
DE4 5EU

E-mail: clerk@crich-pc.gov.uk

12th October 2020

Dear Councillor

You are summoned to attend the Meeting of Crich Finance Committee on Monday 19th October 2020 at 10.30am via video conference. Members of the public or press wishing to attend the meeting should contact Council Chair to obtain the video conference link, prior to 5.00pm on the day prior to the meeting: margaret_lane@btinternet.com



Carolyn Jennings
Clerk & RFO

AGENDA

1: 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.
Personal Interests (not Pecuniary) declared: None

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**
Copy of Bank Statement to confirm balance of £113,915.98, highlighted yellow

Appendix A

Bank Reconciliation. A Councillor (not Council Chair – Fin Reg 2.2) to initial and confirm at later date.

Appendix B

b) Balance sheet

Summary of expenditure against budget 2020-21

Appendix C

6: GRANTS AND DONATIONS

a) Annual Community Groups Grant Scheme

Each Financial Year the Parish Council runs an Annual Grant Scheme for Community Groups in the Parish. The Scheme opens in September and closes in October. The Groups must be able to meet set criteria to be eligible, attached

Appendix D

If the Groups are able to meet the set criteria they then complete an application form, attached

Appendix E

After the closing date, the details from each application are entered into a spreadsheet. At the Finance Committee Meeting in January, Members consider each application, check to see that the set criteria have been met, and make a decision of what amount is to be awarded. The Finance Committee Minutes are approved at the Full Council Meeting in February and the awards are made after that.

This year on 2nd September 2020, the application forms were issued, a notice put on the Parish Council website and the notice board. Due to the current situation with the Coronavirus pandemic, the closing date was been extended to 30th October 2020. The rest of the timings remain as detailed above. *(As of 12th October 2020 issue date of this Agenda, no Grant applications have been received.)*

Comments made by Finance Committee Members attached

Appendix F

b) Donations

At the Full Council Meeting of 7th September 2020 a number of applications had been made that did not meet the set criteria for the Council's Annual Community Groups Grant Scheme. It was agreed to refer these requests to this Finance Committee Meeting for review:

i. Pentrich & South Wingfield Revolution Group

This local group request a donation of £150 to produce leaflets promoting the heritage related walk through Fritchley re. Pentrich Revolution, attached – due to personal details contained, confidential

Appendix G
(Confidential)

ii. Air Ambulance

Request for a donation from the Air Ambulance Service, Derbyshire. Information specific to Derbyshire requested, response on last page, attached

Appendix H

iii. British Red Cross

Request for a donation from The British Red Cross. Information specific to Derbyshire requested, response on last page, attached

Appendix I

iv. Amber Valley First Responders

This local group care for the Council's three defibrillators, maintaining relevant H&S records, testing the equipment each month, and replacing consumables as required. Last year the Group made an application for funding but as they did not meet the set Criteria Council awarded them £200 from the Defibrillator budget line, and requested that the Item be included again for consideration 2020/21. NB: The group has not made a request for any funding themselves, this was on the Agenda at the request of Council.

7: DRAFT BUDGETS AND PRECEPT 2021/22

To consider the current budget situation (Balance Sheet provided Item 5 b) above), and consider budgets for 2021/22, attached

Appendix J

Items for particular discussion:

- **Staff costs** – agreed SCP increase. New Clerk one week handover, and approx 2 month overlap to allow carried forward annual leave owed to be taken (agreed by NALC due to Coronavirus). If this is not budgeted for the Council could be around 2 months without a working Clerk. Pension allowance included, mandatory if requested. One week overtime allowance, at Council's discretion. NB: All costs based on current 21hrs per week at lowest SCP banding level, will need to increase if Staffing Sub-Committee review of role of Clerk & Responsible Officer finds more hours required, or if Council want more work to be undertaken going forward, or if Council wish to pay at higher rate.
- **Recreation Ground enhancement** – would benefit from separate line. Small budget included in Landscape maintenance last year, but doesn't clearly show all related costs - such as footpath repair, bollards, repairs to play equipment etc. A new signage allowance included. Cost of memorial plaque/plinth if not installed this Financial Year will need adding.
- **Public w/c** – based on closed 4 months, open 8 months per year. Open 5 days per week, one clean per day. When closed just weekly inspection and flushing. Costs breakdown provided at base of Apdx J.
- **Burial Ground development** – Reviews in-hand: Rules and Regulations, Exclusive Right of Burial, all costs, signage. Health and Safety check of all memorials, necessary repair works if no relatives. Management of project – tracing relatives, requesting and monitoring repairs, report of work Council need to undertake, arrangements for work to be carried out - no internal resource available.
- **Grants** – remains as last year but may need to amend dependant on Finance Committee discussions.
- **Parish enhancements – Floral Displays** - proposed new business hanging baskets. Review of present arrangements during 2021 with any change/s implemented 2022.
- **Christmas** – decorations/lights review/recommendations to be included here.
- **Tree works** – requires new budget line. To address survey findings, five areas (Recreation Ground, Jubilee Ground, Burial Ground, Drying Ground and Parish Quarry) as Council prioritise from Surveys.

8: TERMS OF REFERENCE

a) Staffing Sub-Committee

Full Council agreed: "Staffing Sub-Committee Terms of Reference to be reviewed after six months from first meeting" to consider if the new structure is working. Discussed at the Staffing Sub-Committee Meeting preceding this meeting.

Verbal update from Staffing Sub-Committee Chair, Cllr P Yorke. Current Terms of Reference, attached

Appendix K

b) Finance Committee

Finance Committee Terms of Reference to be reviewed if 8a) above recommends any change/s regarding the inclusion of the reference to Staffing Sub-Committee, attached

Appendix L

9: 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 also confidential.

10: CLERK – C JENNINGS

Recognition: Discussed at the Staffing Sub-Committee Meeting preceding this meeting.
Verbal Recommendation from Staffing Sub-Committee Chair, Cllr P Yorke.

11: REVIEW ROLE OF CLERK & RESPONSIBLE FINANCIAL OFFICER

Discussed at the Staffing Sub-Committee Meeting preceding this meeting.
Verbal update on progress from Staffing Sub-Committee Chair, Cllr P Yorke.

12: NEXT FINANCE COMMITTEE MEETING

Monday 18th January 2021 – 10.30am
Location/method to be agreed closer to meeting date.