

CRICH PARISH COUNCIL

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MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD VIA VIDEO CONFERENCE, ON MONDAY 19TH OCTOBER 2020 AT 10.30AM

F041/20 **Present:** Cllrs: V Broom (Finance Chair), Cllr M Lane (Council Chair), M Baugh, R Walsh, P Yorke

In attendance: C Jennings - Parish Clerk

F042/20 **TO NOTE ABSENCE**
None

F043/20 **VARIATION OF ORDER OF BUSINESS**
It was not considered necessary to vary the order of business.

F044/20 **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

F045/20 **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

F046/20 **a) Bank Reconciliation**

Bank Reconciliation and copy of Bank Statement to confirm balance of £113,915.98, circulated with Agenda.

Resolved: Finance Chair confirmed and approved the Bank Reconciliation as at 30th September 2020. To be initialled at a later date

F047/20 **b) Balance sheet - summary of expenditure against budget 2020-21.**

It was noted that Council were on course with the budget lines; some were a little under with costs still to come in, others were over as the bulk of invoices had been received at once rather than split over twelve months.

Resolved: Finance Chair confirmed and approved the Balance Sheet as at 30th September 2020. To be initialled at a later date.

GRANTS AND DONATIONS

F048/20 **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. Applications are considered at January's Finance Committee Meeting, and once Minutes have been approved by Full Council, usually at February's Meeting, payments can be made. Comments made by Finance Committee Members to consider when reviewing the Grant process, circulated with Agenda.

The Finance Committee recognised that many of the groups assisted last year might not have been able to meet due to Coronavirus restrictions, might still retain some of the monies awarded, and might not apply again this year. If all of the budget is not allocated to Community Groups who do apply, it was felt that it should be retained for this Financial Year to allow other applications to be received from potential new groups. The Finance Committee agreed that in recognition of the current exceptional times, a line be added to the current Grant Criteria to allow the Council a degree of flexibility when making awards.

Resolved to recommend: Coronavirus exemption to be added to the Grant Criteria for 2020/2021 Financial Year:

In recognition of the current **exceptional times**, the Finance Committee may consider and make recommendations relating to grant applications received outside of the set criteria and Annual Grant Scheme deadline of 30th October 2020, at the group's discretion – providing they do not contravene the rules of what Council is allowed to do under S137.

Resolved to recommend: For the next Financial Year of 2021/2022, to remove the question on the application form relating to 'self-help'. To amend the question relating to 'Fund raising activities' and ask for details of activities planned and amounts expected to be raised.

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 the Finance Committee Meeting for review.

If the recommendation made to Council in Minute no F048/20 above is approved, two grant donations are suggested as they are focused on benefit to residents in Crich Parish, and two are refused as they did not demonstrate direct benefit to residents of Crich Parish.

- F049/20 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, circulated with Agenda.
Resolved to recommend: The Parish Council make a Grant Award of £150 to Pentrich & South Wingfield Revolution Group to produce leaflets promoting the heritage related walk through Fritchley.
- F050/20 ii. 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.
Resolved to recommend: The Parish Council make a Grant Award of £200 to Amber Valley First Responders in recognition of the annual care and maintenance of the Council's three defibrillators that they undertake on behalf of the Council.
- F051/20 iii. Air Ambulance
Request for a donation from the Air Ambulance Service, Derbyshire. Information specific to Derbyshire requested, response on last page, circulated with Agenda.
Resolved to recommend: The Parish Council does not make a Grant Award to the Air Ambulance as the organisation did not demonstrate direct benefit for the residents of Crich Parish.
- F052/20 iii. British Red Cross
Request for a donation from The British Red Cross. Information specific to Derbyshire requested, response on last page, circulated with Agenda

Resolved to recommend: The Parish Council does not make a Grant Award to the British Red Cross as the organisation did not demonstrate direct benefit for the residents of Crich Parish.

F053/20 **DRAFT BUDGETS AND PRECEPT 2021/22**

The Committee reviewed the current budget situation and considered the budget for 2021/22, both circulated with Agenda. The draft Budgets took in to account a number of elements which were discussed in detail:

Staff costs – includes 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, amount will need to increase if Council increase staffing hours, if Council want more work to be undertaken going forward, or if Council wish to pay at higher rate.

Recreation Ground enhancement – moved to separate line so costs for enhancements, such as footpath repair, bollards, repairs to play equipment etc are detailed separately from landscape maintenance. 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.

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 Coronavirus exemption statement Recommended to be added – Min no: F048/20 above.

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 increased.

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.

Resolved to recommend: Council to consider the budgets put forward by the Finance Committee at Full Council, attached

Appendix A

F054/20 **STANDING ORDERS**

Resolved: To suspend standing orders in relation to meeting length, to allow conclusion of business.

F055/20 **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. Current Terms of Reference, circulated with Agenda. Discussed at the Staffing Sub-Committee Meeting preceding this meeting. Verbal update from Staffing Sub-Committee Chair, Cllr P Yorke.

Resolved to Recommend: The new Council structure incorporating the Staffing Sub-Committee is functioning well and should be retained. There is no need to amend the Staffing Sub-Committee Terms of Reference.

F056/20 **b) Finance Committee**

Finance Committee Terms of Reference, circulated with Agenda, to be reviewed if Min no F055/20 above recommends any change/s regarding the inclusion of the reference to Staffing Sub-Committee.

Resolved to Recommend: There is no need to amend the Staffing Sub-Committee Terms of Reference.

F057/20 **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.

F058/20 **CLERK – C JENNINGS**

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

Resolved to Recommend: In recognition of the extra hours worked by the Clerk during the last few months in addressing Covid-19 workload, 36 hours to be paid as overtime.

F059/20 **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 was provided by Cllr Yorke. The group had concluded that whilst extra resource might be needed in the future, what format that would take would need further consideration, as there were a number of options. The situation would be monitored and relevant action taken when planning for new recruitment commenced.

F060/20 **NEXT MEETING**

Monday 18th January 2020 – 10.30am

Location/method to be agreed closer to meeting date.

Meeting closed: 12.13pm

DRAFT BUDGETS/PRECEPT 2021/2022

	2020-21	2021-22	2019-20 comments	Additional info
Expenditure	BUDGET	BUDGET	DETAIL	
Admin	5,750.00	6,350.00	Appointment of new Internal Audit 2022 + £250. Recruitment costs £200. Accountancy Service extra costs to set-up new employee £150.	
Training	750.00	750.00	Same as last year	
Staff costs	15,370.00	20,504.00	Includes entry LC2 substantive benchmark pay, plus estimated 2% increase. One week overtime £320. (£16,918 total). New Clerk 2 months' pay (to cover holiday leave £2,766) one week handover (£320), estimated pension costs @ 3% £500.	<i>Accommodates complete cover of role - without this budget Council could be without Clerk for around 2 months. NB: 21 hrs budgeted for only, and based on lowest LC point level - to pay higher would require more budget.</i>
Burial Ground	7,500.00	7,270.00	Burial Ground cuts: £3,572. Occasional weekly cut if needed 2 cuts = £500. D Creed half to BG/half to RG: £1,626. D Creed extra work Covid-19 £650. Trade waste bin weekly empty assume +10% £782, Pest control assume +10% - £790	<i>Appears to have decreased as consecration costs budgeted for last year (though not required)</i>
Glebe Field Trust	10,160.00	10,335.00	£846.40pm, + CPIH increase current 1.75% = £861.21pm, x 12 m = £10,335	<i>Usual CPIH increase</i>
Parish Facilities	252.00	256.00	Chairs allowance, and Lic for Fritchley school field, plus + CPIH increase current 1.75% £128 x 2 = £256	<i>Usual CPIH increase</i>
Landscape maint	7,460.00	7,071.00	Grass cuts: RG - £1,998, JG £800, FDG £800. Occasional weekly cut £500. D Creed half to BG/half to RG: £1,626. Trade waste bin empty fortnightly assume +10%: £550. RG pest control assume +10%: £485. One-off cut wild bank area £312 included - see note next column:	<i>Appears to have decreased as play equipment maintenance split to new line. Q: Will the £312 for one wild bank cut be sufficient to cover any extra maintenance work required if planted with wild flowers?</i>
Recreation Ground - enhancement		1,100.00	(£600 budgeted last year in Landscape budget). Annual play and gym eqp. and playing field inspection est: £100. Play equip maintenance £500. New signs £500.	<i>New line - separated from Landscape maint to see spend and budget for future. Memorial plaque cost not included.</i>
Insurance	2,100.00	1,920.00	£1,745 2020 - assume 10% increase = £1,920	
Grants	2,000.00	2,000.00	Reduced to this level 2018/19	
Winter Service	2,500.00	2,000.00	Reduced by £500	

Parish Enhancement	10,000.00	10,000.00	Floral display set price £5,292. Stress testing assume 10%+ £193. Small and large C/mas trees assume 10%+ £1,550. Lights assume 10%+ £925. New business hanging baskets £1,000. Review Christmas lights £1,040 .	<i>Floral displays set price (this will be last year), Christmas lights amount increased to allow further upgrade.</i>
Public WC	5,060.00	9,755.00	Based on being closed for 4 months, open 8 months, 5 days per week = £6,390 (£532.48 pm). Repairs - £500. Elec supply assume 10%+ £140. Water assume 10%+ £195. AVBC rates assume 10%+ £445. Annual roof inspection £85. Refurbishment and floor work £2,000.	<i>w/c - offset grant AVBC £600 - not sure how long will retain . Rates may not be payable, £445 TBC by Gov. Alternative costings at bottom of table.</i>
BG development	7,000.00	7,000.00	New signage - part of current review + £500. H&S check £2k, repairs resulting £3k, resource to carry out project £1.5k.	<i>Marking out extension for burials £2k removed, Clerk undertaking row at a time. Replaced with repair costs for H&S check, outsourced resource to manage the project and work entailed.</i>
Capital Projects	1,000.00	1,000.00	Same allocated 2020-21 for potential signage	
Allotments	405.00	405.00	No change	<i>Offset with income from rents £405 (when fully let) - must be spent on allotments</i>
Recreation Ground Charity Admin	450.00	450.00	No change	
Website	745.00	818.00	Hosting, support, annual licence, two e-mail a/cs assume 10%+ £620. Domain name (every 2 yrs, next June 2021) assume 10% increase £198	<i>Small increase to accommodate charges due. No increase for legislative changes if required.</i>
Defibrillator maintenance	705.00	505.00	Reduced, balance needed for consumables, batteries will need replacing next year (expensive)	
Climate Emergency	500.00	500.00	No change	
Tree works - new line	0.00	5,000.00	Phase one - any necessary tree works to: Recreation Ground, Jubilee Ground, Burial Ground, Drying Ground, Parish Quarry	<i>Order of works undertaken to be decided by Council based on H&S report ratings</i>
Contingency	10,000.00	8,500.00	This allows for contingency (Reserves within acceptable level)	<i>Does Council want to budget for any extra Covid-19 precautions?</i>
TOTAL	89,707.00	103,489.00		
Income				
Burial Ground	5,800.00	5,800.00	Based upon approx avg of 2014 - March 2019 (calc 14/10/2019)	<i>(Could potentially be up to £10k this year - very busy)</i>
Allotments	405.00	405.00		

	6,205.00	6,205.00		
Precept	83,502.00	97,284.00	2021/22	16.50% Percentage increase
			2020/21	9.80% <i>Percentage increase</i>
			2019/20	18.39% <i>Percentage increase</i>
			2018/19	12.26% <i>Percentage increase</i>

2020/21	<i>cost pw</i>
2,631 electors	0.10

(prev 2,516)

RESERVES End of Year 2019/20:
<i>Earmarked Reserves - Burial Ground road repair/extension £22,000</i>
<i>Remaining Reserves - £39,118</i>
<i>NALC recommend Reserves - 6 months - £41,751</i>

Public toilets - costing options
Weekly inspection/water flushing only - £297.43 per month
Open 5 days, 10am - 4pm 1 clean per day - £650 per month
Closed for 2 months, open 10 months = £7,095 - £591.24 per month
Closed for 4 months, open 8 months = £6,390 - £532.48 per month