

Glebe Field Centre
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11th October 2021

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 18th October 2021 at 10.30am in the Tors Room, Glebe Field Centre, Crich.

Covid precautions:

Testing: Where possible, please take a rapid lateral flow test prior to attending the meeting. You should not attend if your test is positive.

Face masks: All attendees are requested to wear face masks on entering the Glebe Field Centre, if able to do so.

Hand sanitisation: Please use the hand sanitiser provided on entering the meeting room.

Seating: Please take the farthest seat available, so you do not have to walk past others, and sit down as quickly as possible. If you are vulnerable or concerned about your health, you might like to arrive a little earlier to enable you to take a seat away from the entry point.

Ventilation: The windows of the meeting room will be open, as will the door (if possible), if you suffer from the cold it is recommended you dress warmly/or in layers.

Contact details: Attendees are asked to write their details on the signing-in sheet in case it is necessary to make contact. You may wish to provide your own pen.

Social distancing: Please respect personal space – there may be vulnerable people present.

Refreshment: Please provide your own drinks and remove any containers from the room when leaving.

Agendas: Paper copies of documentation can no longer be provided.

Exiting: When leaving the room please remove everything you brought with you, please DO NOT leave papers behind. Please do not congregate after the meeting closes. If you wish to speak to someone please do so outside the Glebe Field Centre.

The Parish Council thanks you for your help and support in making the meeting as safe as possible.



Carolyn Jennings
Clerk & Responsible Financial Officer

PLEASE WAIT FOR THE STAFFING SUB-COMMITTEE MEETING TO FINISH BEFORE ENTERING THE ROOM – THANK YOU

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:

Cllr M Baugh, Item no 12: Budgets – staff costs and Item 13: Appointment of new Clerk & Responsible Financial Officer, family connection.

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: JULY 2021 FINANCE MEETING

Due to Covid restrictions the Meeting of 26th July 2021 had to be cancelled. The Clerk did however provide the following documents:

- Bank Statement to 30th June 2021 – balance of £119,641.53 highlighted
- Bank Reconciliation – to show balances with Bank Statement
- Spend against budget summary – explanations provided

Documents attached again, Finance Chair to initial

Appendix A
(3 documents)

6: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Reconciliation

Copy of Bank Statement to confirm balance of £155,175.37, highlighted yellow, Finance Chair to initial

Appendix B

Bank Reconciliation. A Councillor (not Council Chair – Fin Reg 2.2) to initial

Appendix C

b) Balance sheet

Summary of expenditure against budget 2020-21

Appendix D

e) Income

Summary of income to 30th September 2021

Appendix E

7: APPOINTMENT OF NEW INTERNAL AUDITOR

Item to be deferred to work list for new Clerk. Sufficient budget for new appointment is already included for 2022/23.

8: PUBLIC TOILETS, BOWNS HILL

a) Electricity supply

Over the last nine months the Clerk has had considerable trouble with British Gas regarding the billing of electricity use at the public toilets. After writing numerous times and lodging official complaints, the matter had to be raised with the Ombudsman – Energy. The Ombudsman upheld the complaints and actions to rectify the problems have been put in place, including a credit of £75 and a letter of apology.

The contract with British Gas expires in October and it is recommended it is not renewed.

Resolve to recommend: Finance Committee recommend Council delegate finding and transferring the Council's account for electricity at the public toilets to a new energy supplier, to the Clerk, including requesting that a smart meter be installed, and direct debit payments be reinstated.

b) Winter Closing

When setting the budgets, Council agreed the public toilets were have to be closed for four months during this Winter. At the meeting of Council on 6th September 2021, this was felt to be too long. The matter was deferred to this meeting to allow costs to be reviewed to allow the toilets to remain open for an additional two month, ie ten months in total.

The Clerk has liaised with the cleaning contractor and can advise they have kindly agreed to provide the necessary cleaning services to allow the public toilets to remain open for two additional months without charge.

9: BANK CHARGES

All business banking accounts incur charges, but whilst banking with Yorkshire Bank the Council was not charged. Yorkshire Bank were taken over by Virgin Money, e-mail from Virgin Money to explain introduction of banking charges, and tariff of charges

Appendix F
(2 documents)

10: VAT

On checking documentation for handover, the Clerk found an error in calculation of VAT: For April - June 2021 £1,051.42 was claimed, the amount claimed should have been £870.36. This resulted in an overclaim of £181.06. The VAT spreadsheet for Oct – Dec 2021 has been amended to include a deduction of -£181.06 to refund the VAT claimed in error.

11: ASSET REGISTER

Review of progress of new Asset Register. Version 6, attached

Appendix G

Note: budget for specialist to start valuations to be considered later when discussing Budgets 2022/23, budget suggest at £2,000.

Discussion paper from Finance Chair, attached

Appendix H

12: GRANTS AND DONATIONS

Annual Community Groups Grant Scheme

This year the application forms were issued early on 18th August 2021, a notice put on the Parish Council website, and the notice board. Due to the current situation with the on-going situation with the pandemic, the closing date has also been extended to 31st October 2021.

The Clerk will try to circulate the applications and completed spreadsheet prior to leaving on 1st December 2021.

13: DRAFT BUDGETS AND PRECEPT 2022/23

To consider the current budget situation (Balance Sheet provided Item 5 b) above), and consider budgets for 2022/23, attached

Appendix I

Items for particular discussion:

- **Administration** – increased to allow for additional cost for new Internal Auditor, Accountancy Services to set-up new Clerk PAYE. Charges to set-up new pension. New bank charges. Painting of office was not carried out due to Covid restrictions and still needs to be done.

- **Training** – same as last year as Clerk will need a number undertake a number of courses (approved by Council 4th October 2021), plus addition of CiLCA cost - details of course attached

Appendix J

- **Staff costs** – includes: increase to 23 hrs per week, national pay increase outstanding December April 2022 – March 2023. 1 point upgrade April 2022, estimated SCP annual increase at 2%, estimated pension contribution 3%, mandatory if requested. One week overtime allowance, at Council's discretion.
- **Burial Ground** – increased to accommodate annual increases, some estimated, and return to use of skip instead of trade wastebin.
- **Landscaping** – increased to accommodate annual increases, some estimated.
- **Recreation Ground enhancement** - allowance for the new signage agreed by Council.
- **Grants** – remains as last year but may need to amend dependant on Finance Committee discussions.
- **Parish enhancements – Floral Displays** - No longer in three year price freeze so allows for an increase, or Council may place work elsewhere after review. Proposed new business hanging baskets included again for third year.
- **Public w/c** – based on closed 2 months, open 10 months per year. Open 7 days per week, one clean per day. When closed just weekly inspection and flushing.
- **Burial Ground development** – reduced to nil. As amount required for outstanding works held as Earmarked/Assigned Reserves: H&S check £2k, repairs resulting £3k, resource to carry out project £1.5k - total £6,500.
- **Capital projects** – reassigned £1,000 to Queen's Platinum Jubilee – suggest join with Glebe as they are also celebrating 25 years at the same time. Also added £1,000 for Fritchley Green works re restricting vehicle parking.
- **Tree survey and works** – Tree survey due again 2022. Five area: Recreation Ground, Jubilee Ground, Burial Ground, Drying Ground and Parish Quarry. May have to add other areas as research of ownership is clarified (Cllr Walsh undertaking), Also need budget to address survey findings, as Council prioritise.

14: 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.

15: CLERK – C JENNINGS

Update from Council Chair, resulting from meeting prior to this one.

- Timesheets
- Annual Leave
- National pay increase April 2021 – January 2022 - backpay
- Work completed 2017-2021
- Recruitment of new Clerk
- Annual monthly actions/task list document
- Functions and Services document
- Useful contacts document

Appendix K

16: NEXT FINANCE COMMITTEE MEETING

Monday 24th January 2022 – 10.30am

Tors Room, Glebe Field Centre.