

Glebe Field Centre
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18th July 2022

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 25th July 2022 at 10.30am in the Parish 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.

Samantha Teece
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:

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:

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 30th April 2022 to confirm balance of £138,180.26 , Finance Chair to initial

Copy of Bank Statement to 31st May 2022 to confirm balance of £133,756.55, Finance Chair to initial

Copy of Bank Statement to 30th June 2022 to confirm balance of £129,887.97, Finance Chair to initial

Appendix B

Bank Reconciliation – April 2022 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Bank Reconciliation – May 2022 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Bank Reconciliation – June 2022 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Appendix C

b) Balance sheet

Summary of expenditure against budget 2022-23

Appendix D

6: FINANCE

a) Receipts

Summary of Receipts 1st April 2022 to 30th June 2022

Appendix E

b) Payments

Summary of Payments 1st April 2022 to 30th June 2022

Appendix F

8: BANK CHARGES

Bank charges up to end April 2022 £16.70

Bank charges to end of May 2022 £11.00

Bank charges to end of June 2022 – not yet received

Appendix G

9: VAT

VAT Return completed for April 22 to June 22 £1101.66 reclaimed

Appendix H

10: ASSET REGISTER

The asset register is currently being worked on by Cllr Broom & Cllr Lane Clerk to look through the invoices to allocate amounts paid where relevant.

11: AGAR/INTERNAL AUDIT 2021/22

The AGAR has been completed and is now displayed on the Council Notice Board and Website from 13th June 2022 to 22nd July 2022.

The audit was carried out in May 2022, advisory notes are as follows.

- Banking arrangements – the auditor strongly advises that the Council looks to have dual authorisation on bank payments either with their current bank or by changing to a bank that offers this facility.
- I understand that work is still being carried out on the Asset Register. The auditor suggests that the Council makes this a priority for completion so that it is available at the next audit.
- Minutes of meetings – whilst minutes of the full council and finance committee are available on the Council's website, the minutes of the staffing committee are not. As a sub- committee of the Council, minutes of staffing meetings should be available. However, due to the nature of the items discussed it may mean that the minutes contain a resolution to close the meeting to the public due to the confidential nature of the business being discussed.
- It is unclear at present whether the Council is registered with the Pension Regulator. All employers should be registered, and employees should have the opportunity of joining a pension scheme.
- The auditor noted that there is a discrepancy of £15 on the brought forward figure for 31 March 2021 between the bank statement and what has been published. However, all income and expenditure for the current year has been accurately recorded.
- The auditor has not examined the burial records for the Council; however, has discussed the arrangements that the Council has in place. The Clerk is working towards setting up a spreadsheet to show a clear audit trail between payments received and burials/cremations recorded, and permits issued. Many of the records are handwritten and stored securely.

Appendix I

12: RISK MANAGEMENT/INTERNAL CONTROLS POLICY

Cllr Broom to review policy

13: ICO

A Direct Debit has been set up for the annual fee paid to the Information Commissioner's Office, this gave us a £5.00 discount, taking the annual down to £35.00 per year.

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 – S Teece

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

- Timesheets
- Annual Leave

- Annual Point Increase 2022/23
From SCP 24 £15.16 per hour to SCP 25 £15.64

Appendix J

16: NEXT FINANCE COMMITTEE MEETING

Monday 17th October 2022 – 10.30am
Parish Room, Glebe Field Centre.