

Glebe Field Centre
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11th October 2022

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 17th October 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: Cllr Paul Yorke

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 Statement

Copy of Bank Statement to 31st July 2022 to confirm balance of £119,562.56 , Finance Chair to initial

Copy of Bank Statement to 31st August 2022 to confirm balance of £124,211.94, Finance Chair to initial

Copy of Bank Statement to 30th September 2022 to confirm balance of £172,485.70, Finance Chair to initial

Appendix A

b) Bank Reconciliation

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

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

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

Appendix B

c) Balance sheet

Summary of expenditure against budget 2022-23

Appendix C

6: FINANCE

a) Receipts

Summary of Receipts £62,346.54 1st July 2022 to 30th September 2022

Appendix D

b) Payments

Summary of Payments £19,748.61 1st July 2022 to 30th September 2022

Appendix E

7: BANK CHARGES

Bank charges up to end July 2022 £11.90
Bank charges to end of August 2022 £12.50
Bank charges to end of September 2022 £12.50

Appendix F

8: VAT

VAT Return completed for July 22 to September 22 £1,721.94 reclaimed

Appendix G

9: PRECEPT

Second payment received September 2022 £50,757.50

10: ASSET REGISTER

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

The Clerk has been able to go through 10 years of invoices, however, more work is needed to tidy up the spreadsheets before distribution and further discussion.

11: AGAR/INTERNAL AUDIT 2021/22

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.

Update: The Clerk has taken advice from our current banking provider and this is possible to set up. The Clerk and Cllr Broom to test the authorisation process.

- 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.

Update: The £15 difference is a cheque for £15 which did not appear on the bank statement downloaded from internet banking, but was on the bank statement posted from the bank.

12: APPOINTMENT OF INTERNAL AUDITOR

DALC are offering a new internal auditing service.

The audits will be carried out in 2 stages, the autumn audits will cover governance and the spring audit will cover finance.

We have appointed DALC as our internal auditor.

13: PUBLIC TOILETS – WINTER CLOSING

The public toilets were previously closed for 4 months during winter. During the meeting in September 2021 it was felt this was too long and after liaising with the cleaning contractor, who offered to clean for 2 extra months with no increase in charges, this was reduced to 2 months of closure.

After a discussion in the September 2022 meeting the Clerk was asked to look at the costings of opening the public toilet all year round. Again, our cleaning contractor offered to clean for 2 extra months instead of just inspect for no extra cost.

The toilets are now to be open all year round.

14: RISK MANAGEMENT/INTERNAL CONTROLS POLICY

Cllr Broom to review policy

15: GRANTS AND DONATIONS

Annual Community Groups Grant Scheme

The application forms were issued on 31st August 2022, a notice put on the Parish Council website, and the notice board. The closing date is 31st October 2021.

A reminder email was sent on 6th October 2022.

Only 1 application form has been received so far, Derbyshire Toy Library.
I received a phone call from Amber Valley 1st Responders to say they will not be applying this year, but will continue to look after our de-fibs. They have not spent the money they received from us last year yet.

Appendix H

16: DRAFT BUDGETS AND PRECEPT 2022/23

To consider the current budget situation, and consider budgets for 2023/24, attached

Items for particular discussion:

- **Administration** – Decreased from last years budget, some costs now known.
- **Training** – £100 increase on last year Clerk will need a number undertake a number of courses (approved by Council 4th October 2021), plus addition of CiLCA cost.
- **Staff costs** – includes: national pay increase outstanding April 2022 – March 2023. 1 point upgrade April 2023, estimated SCP annual increase at 2% for 2023/24, estimated pension contribution 3%. One week overtime allowance, at Council's discretion.
- **Burial Ground** – increased to accommodate annual increases, some estimated. Money for software in reserves
- **Landscaping** – increased to accommodate annual increases, some estimated.
- **Recreation Ground enhancement** – includes £4000 for cctv and £500 for repair to Goal Mouths.
- **Grants** – remains as last year but may need to amend dependant on Finance Committee discussions.
- **Parish enhancements – Floral Displays** – Increase to include Additional hanging baskets in Fritchley, additional Christmas lights and small Christmas trees.
- **Public w/c** – Now open all year round, no extra cost from Keptkleen, however, this may change as not had new figures for next year yet.
- **Capital projects** – Check if any new projects planned.
- **Tree survey and works** – To take place in 2022. Therefore only emergency work will be needed.

Appendix I

17: 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.

18: CLERK – S Teece

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

- Timesheets
- Annual Leave

19: NEXT FINANCE COMMITTEE MEETING

Monday 23rd January 2023 – 10.30am
Room to be confirmed, Glebe Field Centre.