

MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 13th February 2023 AT 10.30AM, IN GLEBE FIELD CENTRE

F001/23 **Present:** Cllrs: V Broom (Finance Chair), Cllr P Yorke (Council Chair), M Lane (Council Vice Chair), R Walsh, M Baugh
In attendance: S Teece - Parish Clerk & RFO

F002/23 **TO NOTE ABSENCE**
None

F003/23 **VARIATION OF ORDER OF BUSINESS**
It was not considered necessary to vary the order of business.
None

F004/23 **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.

F005/23 **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

F006/23 **a) Bank Statement**
Copy of Bank Statement to 31st October 2022 to confirm balance of £170,585.41
Copy of Bank Statement to 30th November 2022 to confirm balance of £154,973.92
Copy of Bank Statement to 31st December 2022 to confirm balance of £146,822.65
Copy of Bank Statement to 31st January 2023 to confirm balance of £139,845.76

F007/23 **b) Bank Reconciliation**

Bank Reconciliation – October 2022
Bank Reconciliation – November 2022
Bank Reconciliation – December 2022
Bank Reconciliation – January 2023

Resolved: Finance Chair confirmed the Bank Statement and Reconciliation and both were signed

F008/23 **c) Balance sheet - summary of expenditure against budget 2022/23**

It was noted

Resolved: Finance Chair confirmed and signed the Balance Sheet

FINANCE

F009/23 **a) Receipts**

Summary of Receipts £10,003.21 1st October 2022 to 31st January 2023, circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Receipts

F010/23 **b) Payments**

Summary of Payments £42,643.15 1st October 2022 to 31st January 2023, circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Receipts

F011/23 **BANK CHARGES**

Bank charges up to end October 2022 should be £12.00 not £11.90 as reported on the Agenda

Bank charges to end of November 2022 £11.90

Bank charges to end of December 2022 £16.90

Bank charges to end of January 2023 should be £13.30 not £14.30 as reported on the Agenda

Resolved: The bank charges were noted

Bank charges are increasing and the amount of interest received from Virgin

Money has now reduced to 0%.

Resolved: Research to be done on what other banks can offer.

F012/23 **VAT**

VAT Return completed for October 22 to December 22 £3534.80 reclaimed

F013/23 **PRECEPT**

The precept form has been completed and returned to AVBC. Total amount of precept for 2023/24 £101,945.00

F014/23 **INSURANCE**

A decision was made at the Council Meeting on 6th February 2023 to re-new our policy with our current insurers.

A quote has been received for Cyber Insurance. The annual quote is £367.36, this is with our current insurance providers.

Resolved: To re-new our cyber insurance policy.

F015/23 **ROYAL BRITISH LEGION – REMBRANCE SERVICE**

The Royal British Legion is to hold a meeting with Amber Valley Borough Council in January 2023 to discuss the Remembrance Parade. Crich Parish Council may have involvement with this in the future, discussions are ongoing with the Royal British Legion and the Comrades Club in Crich.

Crich Parish Council have agreed to consider taking on the responsibility of purchasing and displaying poppies in the Crich Parish.
DALC are currently investigating the Parish Council's position on the involvement required, we are awaiting an update. A meeting to be arranged with Kevin Oliver from The Royal British Legion after further information is received from DALC. Cllr Yorke and Cllr Baugh to attend the meeting.

Update: A meeting will take place with Kevin Oliver on 13th February 23

Resolved: The Clerk will contact DALC for an update

F016/23 GRANT APPLICATIONS – CASH OPERATED GROUPS

To set out the requirements for a cash only operated group to apply for a grant from Crich Parish Council

Resolved: To contact any groups currently operating on this system and request simple receipts & payments accounts halfway through the year.

Resolved: To review the criteria for future applicants, to be added to the March 2023 Agenda

F017/23 GOVERNANCE AUDIT 2022

The Internal Audit Report (Governance) was completed by DALC in December 22.

Resolved: Complete tasks as advised.

F018/23 PERFORMANCE INDICATORS

To be considered in relation to contractors.

This project is ongoing.

F019/23 MOLES – PEST CONTROL CONTRACT

To consider the renewal of pest control contract

Resolved: This item will be added to the March 2023 Agenda to consider quotes received.

F020/23 PROJECTS FOR 2023 AND ONWARDS

To discuss consultation and decision making process in relation to future projects to be considered by Crich Parish Council.

Further investigations need to be completed on the Jubilee land to ensure stability before the Jubilee garden can go ahead.

Further investigations are taking place on the public toilets before a refurbishment is considered.

Resolved: This item will be added to the March 2023 Agenda for further discussion on future projects.

F021/23 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.

F022/23 STAFFING SUB-COMMITTEE REPORT

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

– Timesheets

– Annual Leave

Resolved to recommend: All Approved.

Resolved: Admin Assistant to be employed on a sub contract basis providing they can satisfy requirements and comply with GDPR.

F023/23 **NEXT MEETING**

Monday 24th April 2023 – 10.30am
Room to be confirmed, Glebe Field Centre.

Meeting closed: 11:54pm