

MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 24th April 2023 AT 10.30AM, IN GLEBE FIELD CENTRE

F024/23 **Present:** Cllrs: V Broom (Finance Chair), Cllr P Yorke (Council Chair), R Walsh
In attendance: S Teece - Parish Clerk & RFO

F025/23 **TO NOTE ABSENCE**
M Lane (Council Vice Chair), M Baugh

F026/23 **VARIATION OF ORDER OF BUSINESS**
It was not considered necessary to vary the order of business.

F027/23 **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.
None

F028/23 **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

F029/23 **MINUTES**
Resolved: Minutes from the meeting of 13th February 2023, circulated with Agenda, were noted.

BANK RECONCILIATION AND BALANCE SHEET

F030/23 **a) Bank Statement**
Copy of Bank Statement to 28th February 2023 to confirm balance of £140,237.35.
Copy of Bank Statement to 31st March 2023 to confirm balance of £138,461.96.

F031/23 **b) Bank Reconciliation**

Bank Reconciliation – February 2023

Bank Reconciliation – March 2023

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

F032/23 **c) Balance sheet - summary of expenditure against budget 2022/23**

It was noted

Resolved: Finance Chair confirmed and signed the Balance Sheet

FINANCE

F033/23 **a) Receipts**

Summary of Receipts £15,577.39 1st February 2023 to 31st March 2023 circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Receipts

F034/23 **b) Payments**

Summary of Payments £16,961.19 1st February 2023 to 31st March 2023 circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Payments

F035/23 **END OF YEAR**

The end of year Financial Statement from 1st April 2022 to 31st March 2023 was reviewed and accepted.

F036/23 **BUDGET/PRECEPT 2023/24**

To review the 2023/24 budget

Resolved: We now know some costs will be higher than originally budgeted for, therefore the following budgets will be re-allocated.

£500 to be taken from Election costs and added to Insurance

£2000 to be taken from Contingency and added to Staff Costs, pay increase could be higher than expected in 2023/24.

Capital Projects to be changed to Projects

£1500 to be taken from Election Costs and added to Projects for Project Support Role.

F037/23 **BANK CHARGES**

Bank charges up to end February 2023 £14.30

Bank charges to end of March 2023 £23.60

Resolved: The bank charges were noted

F038/23 **VAT**

VAT Return completed for January 23 to March 23 £1,253.27 reclaimed.

F039/23 **GOVERNANCE AUDIT 2022**

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

The following items have been completed

- Standing Orders – updated, reviewed & adopted at the 3rd April meeting
- Terms of Reference & Scheme of Delegation – Adopted at the 3rd April meeting
- Old policy documents have been removed from the website, only current documents can now be viewed.

- The Dignity at Work policy was adopted to replace the Bullying and Harassment policy, however, the Civility & Respect Pledge was not adopted, this will be looked into further, with a view to its adoption.
- Model Publication Scheme – I have checked and the 2022 document is on the website

There are still some items to complete. Work on this is ongoing

F040/23 AGAR & INTERNAL AUDITOR

AGAR has now been completed.

DALC will provide our Internal Auditor this year, the audit will take place on 26th April 2023.

F041/23 SCHEDULE OF PAYMENTS

Resolved: The new standing orders have now been set up to start on the 1st May 2023.

<i>Supplier name</i>	<i>Payment method</i>	<i>Amount 2022/23</i>	<i>Amount 2023/24</i>	
Keptkleen	s/o	576.85	576.85	No Change
Software into action – SIA	s/o	46.80	46.80	No Change
Fox Grounds Maintenance & Landscaping Ltd	s/o	609.25	639.72	5% increase
Crich Glebe Field Trust Ltd	s/o	879.30	968.11	10.1% increase
Mr D Creed	s/o	285.00	310.00	8.75% increase

F042/23 PROJECTS FOR 2023 AND ONWARDS

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

Resolved: A list of suggested projects will be created and put into an order of preference, this will be available to view at the Crich Parish Council stand at the Crich Fete, members of the public will be asked to comment on the suggested projects.

F043/23 GRANTS

To consider recent grant applications from Transition Crich & Crich Open Gardens.

Resolved: After discussion it was decided the grant application date will remain the same, the grant scheme will be well advertised so as many groups possible will be able to apply in the timescale.

Crich Open Gardens – we are still waiting for more information to be provided before we can consider the grant application.

Transition Crich – The grant application of £100 was approved.

F044/23 INVOICE SIGNING

We currently have the following people on the invoice signing rota, Cllrs P Yorke, M Baugh, K Smith & R Walsh. To look at increasing the number of councillors on this list.

Resolved: Cllrs A Tipton & K Barlow to be added to the invoice signing rota. They will only sign alongside a councillor who is currently a bank signatory.

F045/23 **THE PLACE PROJECT**

The remaining funds from the Place project of £3,253.44 has now been paid in to the Crich Parish Council bank account. Another £30.00 is to follow. Place are happy for the money to be used for maintenance or repairs to the play equipment as and when required.

To discuss how the money is to be spent.

Resolved: To purchased and install a pergola on the Recreation Ground to provide shade and shelter for the public, with the possibility for growing a climbing plant up the side to provide additional shade. Quotes to be obtained. This could be part of a community orchard/vegetable/fruit scheme which will be added to possible project list for consideration.

F046/23 **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.

F047/23 **STAFFING SUB-COMMITTEE REPORT**

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

- Timesheets
- Annual Leave
- Annual Review
- Project Support Role

Resolved to recommend: All Approved.

F048/23 **NEXT MEETING**

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

Meeting closed: 11:51am