

Glebe Field Centre
Glebe Field Close
Crich
Derbyshire
DE4 5EU

Tel: 01773 853928
E-mail: clerk@crich-pc.gov.uk
Website: www.crich-pc.gov.uk

18th July 2023

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 24th July 2023 at 10.30am in the Community Room, Glebe Field Centre, Crich.

Polite Request:

If you are experiencing covid symptoms, please take a covid test before attending the meeting. Please do not attend if your test is positive.

You are welcome to wear a face mask when attending a meeting if that is your personal preference.

S. Teece

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: 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:

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: MINUTES

To review the minutes of the Finance Committee Meeting held on 24th April 2023.

Appendix A

6: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Statement

Copy of Bank Statement to 30th April 2023 to confirm balance of £181,578.15, Finance Chair to initial

Copy of Bank Statement to 31st May 2023 to confirm balance of £173,296.34 Finance Chair to initial

Copy of Bank Statement to 30th June 2023 to confirm balance of £168,646.71 Finance Chair to initial

Appendix B

b) Bank Reconciliation

Bank Reconciliation – April 2023 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Bank Reconciliation – May 2023 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Bank Reconciliation – June 2023 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Appendix C

c) Balance sheet

Summary of expenditure against budget 2023-24

Appendix D

7: FINANCE

a) Receipts

Summary of Receipts £55,780.77 1st April 2023 to 30th June 2023

Appendix E

b) Payments

8: BANK CHARGES

Bank charges up to end April 2023 £18.80

Bank charges to end of May 2023 £16.70

Bank charges to end of June 2023 £13.40

9: VAT

VAT Return completed for April 23 to June 23 £1,795.12 reclaimed

10: GOVERNANCE AUDIT 2022

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

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. To be looked at
- 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.

11: AGAR & INTERNAL AUDITOR

AGAR has been completed and sent to our external auditors.

12: SCHEDULE OF PAYMENTS

The following monthly standing order amount has changed to provide IT cover, Microsoft 365, backups, onedrive and sharepoint for 2 laptops.

Software into Action s/o from £46.80 to £124.80

13: WORK IN PROGRESS

A work in progress list for the Clerk and Project Officer is attached.

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

16: NEXT FINANCE COMMITTEE MEETING

Monday 16th October 2023 – 10.30am

Room to be confirmed, Glebe Field Centre.