

## **MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 23<sup>rd</sup> OCTOBER 2023 AT 10.30AM, IN GLEBE FIELD CENTRE**

F070/23 **Present:** Cllrs: V Broom (Finance Chair), Cllr P Yorke (Council Chair), M Lane (Council Vice Chair), M Baugh, R Walsh  
**In attendance:** S Teece - Parish Clerk & RFO

F071/23 **TO NOTE ABSENCE**  
None

F072/23 **VARIATION OF ORDER OF BUSINESS**  
It was not considered necessary to vary the order of business.

F073/23 **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.  
Cllrs R Walsh & M Baugh are Glebe Field Centre Trustees

F074/23 **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**

F075/23 **MINUTES**  
**Resolved:** Minutes from the meeting of 24<sup>th</sup> July 2023, circulated with Agenda, were noted.

### **BANK RECONCILIATION AND BALANCE SHEET**

F076/23 **a) Bank Statement**  
Copy of Bank Statement to 31<sup>st</sup> July 2023 to confirm balance of £156,102.44,  
Copy of Bank Statement to 31<sup>st</sup> August 2023 to confirm balance of £153,416.15  
Copy of Bank Statement to 30<sup>th</sup> September 2023 to confirm balance of £199,416.86

F077/23 **b) Bank Reconciliation**

Bank Reconciliation – July 2023  
Bank Reconciliation – August 2023  
Bank Reconciliation – September 2023

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

F078/23 **c) Balance sheet - summary of expenditure against budget 2022/23**

It was noted

**Resolved:** Finance Chair confirmed and signed the Balance Sheet

**FINANCE**

F079/23 **a) Receipts**

Summary of Receipts £57,919.62 1<sup>st</sup> July 2023 to 30<sup>th</sup> September 2023 circulated with Agenda.

**Resolved:** Finance Chair confirmed and signed the Summary of Receipts

F080/23 **b) Payments**

Summary of Payments £27,149.47 1<sup>st</sup> July 2023 to 30<sup>th</sup> September 2023 circulated with Agenda.

**Resolved:** Finance Chair confirmed and signed the Summary of Payments

F081/23 **BANK CHARGES**

Bank charges up to end July 2023 £15.00

Bank charges to end of August 2023 £14.00

Bank charges to end of September 2023 £13.50

**Resolved:** The bank charges were noted

F082/23 **VAT**

Noted that the VAT Return completed for July 23 to September 23 £2,708.87 reclaimed.

F083/23 **PRECEPT**

Noted that the Second payment received on 29<sup>th</sup> September 2023 £50,972.50.

F084/23 **PAYROLL – EMPLOYMENT ALLOWANCE**

The Clerk reported that she had been informed by our payroll company that we are in credit with HMRC by £492.06.

This is due to the previous payroll clerk not making a claim for Employment Allowance, so the new payroll clerk has made a claim for a previous year.

It was AGREED that we clear this credit within this tax year, by reducing the amount we pay over to HMRC.

F085/23 **BRITISH GAS – PUBLIC TOILETS**

British Gas supply for Electricity for the public toilets in Crich. Our current contract is due to end on 17<sup>th</sup> November 2023.

The new contract offered by British Gas was cheaper than others found on comparison sites and cheaper than our current contract.

It was AGREED to continue with British Gas.

F086/23 **GOVERNANCE AUDIT 2022**

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

Items outstanding

- Complete Asset Register
- Update Risk Management

The following items have been completed.

- Standing Orders – updated, reviewed & adopted at the 3<sup>rd</sup> April meeting.
- Terms of Reference & Scheme of Delegation – Adopted at the 3<sup>rd</sup> 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.
- Model Publication Scheme – I have checked and the 2022 document is on the website.
- The Civility & Respect Pledge was adopted in September 2023.
- A spreadsheet has been created to show individual councillor responsibility and is now on our website.
- ICE document has been created and handed to the Chair. Will only be opened in case of emergency.

#### F087/23 **AGAR & AUDITOR**

The External Audit Certificate from our external auditors for the 2022/23 AGAR has been received and displayed on our notice board and website.

Internal audit 2023/24 – We have received a quote from DALC for the 2023/24 audit £380.00. This will include the governance & finance audits.

October 2023 Minute No. 0318/23

**Resolved:** Agreed to accept the quote from DALC

#### F088/23 **GRANTS AND DONATIONS**

Annual Community Groups Grant Scheme

The application forms were issued on 17th August 2023, the closing date was 12th October 2023.

Muddlealong have provided 6 months accounts to 30<sup>th</sup> June as requested.

Cllrs R Walsh & M Baugh are Glebe Field Centre Trustees, therefore they declared an interest in the following groups with connections to the Glebe Field Centre. All About Women, Crich Family Lunch Club & Well Dressing.

**Resolved: Total grants allocated £2994. The suggested allocation will be presented to the full council meeting in November for approval.**

#### F089/23 **DRAFT BUDGETS AND PRECEPT 2024/25**

To consider the current budget situation, and consider budgets for 2024/25, attached.

Items for attention:

- **Administration** – Increased from last year's budget. This is due to an increase in IT support to cover 2 laptops.
- **Staff costs** – includes: national pay increase outstanding April 2023 – March 2024, this has not yet been agreed, but is expected to be an extra £1 per hour. 1 point upgrade April 2024. Estimated SCP annual increase at 5% for 2024/25.

- **Training** – Budget increased to include bespoke training and any additional training councillors may wish to attend as a result.
- **Burial Ground** – increased to accommodate annual increases, some estimated.
- **Landscaping** – increased to accommodate annual increases, some estimated.  
An additional £1000 budgeted to improve the wildflower area.
- **Recreation Ground enhancement** – Decreased, £4000 was budgeted in 2023/24 for CCTV, will be moved to reserves if not spent this year.  
We need to budget for future playground maintenance/replacement.  
Budget increased to £1500 for Rec Ground maintenance.
- **Grants** – Budget to remain the same as last year.
- **Winter Service** – Budget £2000, may include replacement of some grit bins, or the provision of additional grit bins.
- **Parish enhancements** –  
Includes £300 for Remembrance Service for 2024/25.  
New hanging baskets in Fritchley – if requested in 2024/25 the lamp posts need to be identified so we can add them to the stress testing request.  
Additional floral displays – not aware of any additional events that we need to budget for.  
Stress testing increased as some of the brackets may need replacing and Whatstandwell may need new brackets.
- **Burial Ground Development**  
Additional Maintenance – we have budgeted in the past for this, but haven't used it, assume it's for headstone health & safety checks.  
To remain the same, for general maintenance.
- **Projects**  
Laptop replacement – to replace the laptop belonging to the Project Support Officer if required.  
Project Support role is budgeted at £240 per month. To be increased by 5%.  
Not yet identified any other projects that are not already accounted for in reserves.
- **Glebe Contribution**  
To discuss the percentage increase to be used, assumed 6.7%  
Agreed.
- **Contracts**  
Details of increase suggested by contractors attached.  
Agreed.

**Resolved: a draft budget was agreed for approval by the full council.**

## F090/23 **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 £124.80 to £132.00

Resolved: The standing order has now been amended.

F091/23 **WORK IN PROGRESS**

A work in progress list for the Clerk and Project Support Officer was reviewed.

F092/23 **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.

F093/23 **STAFFING SUB-COMMITTEE REPORT**

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

- Timesheets
- Annual Leave
- Employer pension contributions
- Project Support Role

**Resolved to recommend:** All Approved.

F094/23 **NEXT MEETING**

Monday 22<sup>nd</sup> January 2024 – 10.30am

Room to be confirmed, Glebe Field Centre.

Meeting closed: 12.00am