

Glebe Field Centre
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Crich
Derbyshire
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13th February 2024

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 19th February 2024 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 23rd October 2023.

Appendix A

6: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Statement

Copy of Bank Statement to 31st October 2023 to confirm balance of £195,702.02, Finance Chair to initial

Copy of Bank Statement to 30th November 2023 to confirm balance of £191,711.61 Finance Chair to initial

Copy of Bank Statement to 31st December 2023 to confirm balance of £180,379.90 Finance Chair to initial

Copy of Bank Statement to 31st January 2024 to confirm balance of £180,379.90 Finance Chair to initial

Appendix B

b) Bank Reconciliation

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

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

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

Bank Reconciliation – January 2024 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

b) Payments

Summary of Payments £33,069.47 1st October 2023 to 31st January 2024

8: BANK CHARGES

Bank charges up to end October 2023 £14.00
Bank charges to end of November 2023 £14.20
Bank charges to end of December 2023 £11.40
Bank charges to end of January 2024 £15.00

9: VAT

VAT Return completed for October 23 to December 23 £2,079.89 reclaimed.

10: PRECEPT

The precept form has been completed and returned to AVBC. Total amount of precept for 2024/25 £100,502.00

11: INSURANCE

Insurance documents have been received.
Our insurance and Cyber insurance will renew on 23rd February.

12: GOVERNANACE AUDIT 2023

The governance audit is currently under review for 2023.
We are awaiting the report from our internal auditor.

13: REVIEW OF 2024/25 BUDGET INCLUDING TREE SURVEY & CLIMATE EMERGENCY

The tree survey work takes place every 2 years and is due in 2024, this was missed from the budgets, therefore we need to move £3,000 from Contingency into Tree Works or use funds in reserves.

To review the budget for Climate Emergency, this may need to increase to take into consideration our new Biodiversity Policy.

14: ASSET REGISTER

Crich Parish Council asset register is attached for review.
Any new items purchased will be added to this list and items will be removed upon disposal.

15: WORK IN PROGRESS

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

16: FINANCIAL REGULATIONS

To review the Financial Regulations to include 3 year deals with suppliers.

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 22nd April 2024 – 10.30am

Room to be confirmed, Glebe Field Centre.