

## **MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 19<sup>th</sup> FEBRUARY AT 10.30AM, IN GLEBE FIELD CENTRE**

F001/24 **Present:** Cllrs: V Broom (Finance Chair), Cllr P Yorke (Council Chair), M Lane (Council Vice Chair).

**In attendance:** S Teece - Parish Clerk & RFO

F002/24 **TO NOTE ABSENCE**

Apologies received from Cllrs Baugh & Walsh

F003/24 **VARIATION OF ORDER OF BUSINESS**

It was not considered necessary to vary the order of business.

F004/24 **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**

F005/24 **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**

F006/24 **MINUTES**

**Resolved:** Minutes from the meeting of 23<sup>rd</sup> October 2023, circulated with Agenda, were noted.

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

F007/24 **a) Bank Statement**

Copy of Bank Statement to 31<sup>st</sup> October 2023 to confirm balance of £195,702.02

Copy of Bank Statement to 30<sup>th</sup> November 2023 to confirm balance of £191,711.61

Copy of Bank Statement to 31<sup>st</sup> December 2023 to confirm balance of £180,379.90

Copy of Bank Statement to 31<sup>st</sup> January 2024 to confirm balance of £176,699.45

F008/24 **b) Bank Reconciliation**

Bank Reconciliation – October 2023  
Bank Reconciliation – November 2023  
Bank Reconciliation – December 2023  
Bank Reconciliation – January 2024

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

F009/24 **c) Balance sheet - summary of expenditure against budget 2023/24**

It was noted

It is looking likely that the year will end with an under spend.

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

**FINANCE**

F010/24 **a) Receipts**

Summary of Receipts £10,352.06 1<sup>st</sup> October 2023 to 31<sup>st</sup> January 2024 circulated with Agenda.

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

F011/24 **b) Payments**

Summary of Payments £33,069.47 1<sup>st</sup> October 2023 to 31<sup>st</sup> January 2024 circulated with Agenda.

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

F012/24 **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

**Resolved:** The bank charges were noted

F013/24 **VAT**

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

F014/24 **PRECEPT**

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

F015/24 **INSURANCE**

Insurance documents have been received.

Our insurance and Cyber insurance will renew on 23<sup>rd</sup> February.

F016/24 **GOVERNANCE AUDIT 2023**

The governance audit report has now been received.

The Finance Committee expressed appreciation to the Clerk for all the work that has gone into producing such a positive audit.

F017/24 **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.

**Resolved:** To use £3,000 from reserves for Tree Works.

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

**Resolved:** To use £1500 from reserves to increase the budget to £2000.

There may be other items which will need to be allocated a budget or a budget increase (or decrease). The Finance Committee will keep this under review. The Finance Committee will also keep under review the monies allocated to projects or which is available for allocation to projects from reserves.

**To Note:** Appendix on Agenda was incorrectly labelled.

F018/24 **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.

A meeting will take place with the Clerk, Project Support Officer & Cllrs Lane & Broom to discuss further.

**To Note:** Appendix on Agenda was incorrectly labelled.

F019/24 **WORK IN PROGRESS**

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

**To Note:** Appendix on Agenda was incorrectly labelled.

F020/24 **FINANCIAL REGULATIONS**

Reviewing the Financial Regulations to include 3 year deals with suppliers was considered.

This was not considered necessary at this time.

**To Note:** Appendix on Agenda was incorrectly labelled.

F021/24 **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.

F022/24 **STAFFING SUB-COMMITTEE REPORT**

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

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

**Resolved to recommend:** All Approved.

F023/24 **NEXT MEETING**

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

Room to be confirmed, Glebe Field Centre.

Meeting closed: 11.35am