

## **MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 22<sup>nd</sup> APRIL AT 10.30AM, IN GLEBE FIELD CENTRE**

F024/24 **Present:** Cllrs: V Broom (Finance Chair), Cllr P Yorke (Council Chair), M Lane (Council Vice Chair), R Walsh.

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

F025/24 **TO NOTE ABSENCE**

Apologies received from Cllr M Baugh

F026/24 **VARIATION OF ORDER OF BUSINESS**

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

F027/24 **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**

F028/24 **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**

F029/24 **MINUTES**

**Resolved:** Minutes from the meeting of 19<sup>th</sup> February 2024, circulated with Agenda, were noted.

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

F030/24 **a) Bank Statement**

Copy of Bank Statement to 29<sup>th</sup> February 2024 to confirm balance of £169,551.48

Copy of Bank Statement to 31<sup>st</sup> March 2024 to confirm balance of £160,508.05

F031/24 **b) Bank Reconciliation**

Bank Reconciliation – February 2024  
Bank Reconciliation – March 2024

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

**Agreed:** To look into options for savings accounts.

F032/24 **c) Balance sheet - summary of expenditure against budget 2023/24**

It was noted.

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

We have spent 78% of our budget in 2023/24. The remaining money will go into reserves and will be allocated to individual projects.

**Spent 78% of the budget.**

**FINANCE**

F033/24 **a) Receipts**

Summary of Receipts £1,071.00 1<sup>st</sup> February 2024 to 31<sup>st</sup> March 2024 circulated with Agenda.

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

F034/24 **b) Payments**

Summary of Payments £17,262.40 1<sup>st</sup> February 2024 to 31<sup>st</sup> March 2024 circulated with Agenda.

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

F035/24 **BANK CHARGES**

Bank charges up to end February 2024 £18.20

Bank charges to end of March 2024 £19.40

**Resolved:** The bank charges were noted

F036/24 **END OF YEAR**

The end of year Financial Statement from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 was noted.

F037/24 **VAT**

Noted that the VAT Return completed for January 24 to March 24 £892.90 was reclaimed.

F038/24 **GOVERNANACE AUDIT 2023**

Only 2 items were identified and they are in progress.

Asset Register – Completed.

Risk Register/Internal Control Policy – To be updated.

F039/24 **AGAR & INTERNAL AUDITOR**

The AGAR for 2023/24 is in progress. This internal audit will take place this week.

The AGAR will be added to the Agenda in May 2024.

F040/24 **SCHEDULE OF PAYMENTS**

The schedule of regular payments to suppliers for 2024/25. To be paid by standing order or direct debit on 1<sup>st</sup> May 2024, was agreed.

<i>Supplier name</i>	<i>Payment method</i>	<i>Amount 2023/24</i>	<i>Amount 2024/25</i>	
<b>Keptkleen</b>	s/o	576.85	<b>600.00</b>	<b>3.86% increase</b>
<b>Software into action – SIA</b>	s/o	132.00	<b>132.00</b>	<b>No change</b>
<b>Fox Grounds Maintenance &amp; Landscaping Ltd</b>	s/o	639.72	<b>675.54</b>	<b>5.3% increase</b>
<b>Crich Glebe Field Trust Ltd</b>	s/o	968.11	<b>1032.97</b>	<b>6.7% increase</b>
<b>Mr D Creed</b>	s/o	310.00	<b>329.53</b>	<b>6.3% increase</b>
<b>Katherine Furby</b>	s/o	240.00	<b>252.00</b>	<b>5.0% increase</b>

**F041/24 RESERVES**

The reserves spreadsheet was discussed. Additional work will be completed and the spreadsheet will be added to the May Agenda.

**F042/24 RESERVES POLICY**

**Resolved:** To adopt the Reserves Policy.

**F043/24 WORK IN PROGRESS**

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

**F044/24 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.

**F045/24 STAFFING SUB-COMMITTEE REPORT**

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

- Timesheets
- Annual Leave
- Employer pension contributions
- Project Support Role
- **Resolved to recommend:** All Approved.

**F046/24 NEXT MEETING**

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

Room to be confirmed, Glebe Field Centre.

Meeting closed: 11.50am