

Glebe Field Centre
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6th February 2023

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 13th February 2023 at 10.30am in the Derwent Room (at the back with the conservatory), Glebe Field Centre, Crich.

Covid precautions:

Testing: Where possible, please take a rapid lateral flow test prior to attending the meeting. You should not attend if your test is positive.

Face masks: All attendees are requested to wear face masks on entering the Glebe Field Centre, if able to do so.

Hand sanitisation: Please use the hand sanitiser provided on entering the meeting room.

Seating: Please take the farthest seat available, so you do not have to walk past others, and sit down as quickly as possible. If you are vulnerable or concerned about your health, you might like to arrive a little earlier to enable you to take a seat away from the entry point.

Ventilation: The windows of the meeting room will be open, as will the door (if possible), if you suffer from the cold it is recommended you dress warmly/or in layers.

Contact details: Attendees are asked to write their details on the signing-in sheet in case it is necessary to make contact. You may wish to provide your own pen.

Social distancing: Please respect personal space – there may be vulnerable people present.

Refreshment: Please provide your own drinks and remove any containers from the room when leaving.

Agendas: Paper copies of documentation can no longer be provided.

Exiting: When leaving the room please remove everything you brought with you, please DO NOT leave papers behind. Please do not congregate after the meeting closes. If you wish to speak to someone please do so outside the Glebe Field Centre.

The Parish Council thanks you for your help and support in making the meeting as safe as possible.

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: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Statement

Copy of Bank Statement to 31st October 2022 to confirm balance of £170,585.41, Finance Chair to initial
Copy of Bank Statement to 30th November 2022 to confirm balance of £154,973.92, Finance Chair to initial
Copy of Bank Statement to 31st December 2022 to confirm balance of £146,822.65, Finance Chair to initial
Copy of Bank Statement to 31st January 2023 to confirm balance of £139,845.76, Finance Chair to initial

Appendix A

b) Bank Reconciliation

Bank Reconciliation – October 2022 A Councillor (not Council Chair – Fin Reg 2.2) to initial
Bank Reconciliation – November 2022 A Councillor (not Council Chair – Fin Reg 2.2) to initial
Bank Reconciliation – December 2022 A Councillor (not Council Chair – Fin Reg 2.2) to initial
Bank Reconciliation – January 2023 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Appendix B

c) Balance sheet

Summary of expenditure against budget 2022-23

Appendix C

6: FINANCE

a) Receipts

Summary of Receipts £10,003.21 1st October 2022 to 31st January 2023

Appendix D

b) Payments

Summary of Payments £42,643.15 1st October 2022 to 31st January 2023

7: BANK CHARGES

Bank charges up to end October 2022 £11.90
Bank charges to end of November 2022 £11.90
Bank charges to end of December 2022 £16.90
Bank charges to end of January 2023 £14.30

Appendix F

8: VAT

VAT Return completed for October 22 to December 22 £3534.80 reclaimed

Appendix G

9: PRECEPT

The precept form has been completed and returned to AVBC. Total amount of precept for 2023/24 £101,945.00

10: INSURANCE

Insurance quotes attached for 2023/24
Decision to be made on which insurance company to use for 2023/24. The insurance is due for renewal on 23rd February 2023.
Further research is ongoing into the companies who have provided quotes.

A quote has been received for Cyber Insurance. The annual quote is £367.36

11: ROYAL BRITISH LEGION – REMBRANCE SERVICE

The Royal British Legion is to hold a meeting with Amber Valley Borough Council in January 2023 to discuss the Remembrance Parade. Crich Parish Council may have involvement with this in the future, discussions are ongoing with the Royal British Legion and the Comrades Club in Crich. Crich Parish Council have agreed to consider taking on the responsibility of purchasing and displaying poppies in the Crich Parish.
DALC are currently investigating the Parish Council's position on the involvement required, we are awaiting an update. A meeting to be arranged with Kevin Oliver from The Royal British Legion after further information is received from DALC. Cllr Yorke and Cllr Baugh to attend the meeting.
Update:

12: GRANT APPLICATIONS – CASH OPERATED GROUPS

To set out the requirements for a cash only operated group to apply for a grant from Crich Parish Council

13: GOVERNANCE AUDIT 2022

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

Appendix H

14: PERFORMANCE INDICATORS

To be considered in relation to contractors.

15: MOLES – PEST CONTROL CONTRACT

To consider the renewal of pest control contract

Appendix I

16: PROJECTS FOR 2023 AND ONWARDS

To discuss consultation and decision making process in relation to future projects to be considered by Crich Parish Council.

Appendix J

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 24th April 2023 – 10.30am
Room to be confirmed, Glebe Field Centre.