

Glebe Field Centre
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Crich
Derbyshire
DE4 5EU

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15th April 2024

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 22th April 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: Cllr M Baugh

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 19th February 2024.

Appendix A

6: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Statement

Copy of Bank Statement to 29th February 2024 to confirm balance of £169,551.48, Finance Chair to initial

Copy of Bank Statement to 31st March 2024 to confirm balance of £160,508.05 Finance Chair to initial

Appendix B

b) Bank Reconciliation

Bank Reconciliation – February 2024 A Councillor (not Council Chair – Fin Reg 2.2) to initial

Bank Reconciliation – March 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

Summary of Receipts £1,071.00 1st February 2024 to 31st March 2024

Appendix E

b) Payments

Summary of Payments £17,262.40 1st February 2024 to 31st March 2024

8: BANK CHARGES

Bank charges up to end February 2024 £18.20

Bank charges to end of March 2024 £19.40

9: END OF YEAR

To review the end of year Financial Statement from 1st April 2023 to 31st March 2024

10: VAT

VAT Return completed for January 24 to March 24 £892.90 reclaimed.

11: GOVERNANCE AUDIT 2023

Only 2 items were identified and they are in progress.

Asset Register – Completed.

Risk Register/Internal Control Policy – To be updated.

12: AGAR & INTERNAL AUDITOR

AGAR to be completed

DALC will provide our Internal Auditor this year.

13: SCHEDULE OF PAYMENTS

To authorise the schedule of regular payments to suppliers for 2024/25. To be paid by standing order or direct debit on 1st May 2024.

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

14: RESERVES

To review and attached spreadsheet and discuss the suggested allocation of reserves.

15: RESERVES POLICY

To review the draft Reserves Policy.

15: WORK IN PROGRESS

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

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
- Pension Contributions

19: NEXT FINANCE COMMITTEE MEETING

Monday 22nd July 2024 – 10.30am

Room to be confirmed, Glebe Field Centre.