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17<sup>th</sup> October 2023

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 23rd October 2023 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

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**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 24<sup>th</sup> July 2023.

**Appendix A**

**6: BANK RECONCILIATION AND BALANCE SHEET**

**a) Bank Statement**

Copy of Bank Statement to 31<sup>st</sup> July 2023 to confirm balance of £156,102.44, Finance Chair to initial

Copy of Bank Statement to 31<sup>st</sup> August 2023 to confirm balance of £153,416.15 Finance Chair to initial

Copy of Bank Statement to 30<sup>th</sup> September 2023 to confirm balance of £199,416.86 Finance Chair to initial

**Appendix B**

**b) Bank Reconciliation**

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

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

Bank Reconciliation – September 2023 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 £57,919.62 1<sup>st</sup> July 2023 to 30<sup>th</sup> September 2023

**Appendix E**

**b) Payments**

**8: BANK CHARGES**

Bank charges up to end July 2023 £15.00  
Bank charges to end of August 2023 £14.00  
Bank charges to end of September 2023 £13.50

**Appendix G**

**9: VAT**

VAT Return completed for July 23 to September 23 £2,708.87 reclaimed.

**Appendix H**

**10: PRECEPT**

Second payment received on 29<sup>th</sup> September 2023 £50,972.50.

**Appendix I**

**11: PAYROLL – EMPLOYMENT ALLOWANCE**

I have been informed by our payroll company that we are in credit with HMRC by £492.06. This is due to the previous payroll clerk not making a claim for Employment Allowance, so the new payroll clerk has made a claim for a previous year. I have suggested we clear this credit within this tax year, by reducing the amount we pay over to HMRC.

**12: BRITISH GAS – PUBLIC TOILETS**

British Gas supply for Electricity for the public toilets in Crich. Our current contract is due to end on 17<sup>th</sup> November 2023. The new contract offered by British Gas was cheaper than others found on comparison sites and cheaper than our current contract.

**Appendix J**

**13: GOVERNANCE AUDIT 2022**

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

Items outstanding

- Complete Asset Register
- Update Risk Management

The following items have been completed.

- Standing Orders – updated, reviewed & adopted at the 3<sup>rd</sup> April meeting.
- Terms of Reference & Scheme of Delegation – Adopted at the 3<sup>rd</sup> April meeting.
- Old policy documents have been removed from the website; only current documents can now be viewed.
- The Dignity at Work policy was adopted to replace the Bullying and Harassment policy; however, the Civility & Respect Pledge was not adopted. To be looked at
- Model Publication Scheme – I have checked and the 2022 document is on the website.
- The Civility & Respect Pledge was adopted in September 2023.
- A spreadsheet has been created to show individual councillor responsibility and is now on our website.
- ICE document has been created and handed to the Chair. Will only be opened in case of emergency.

**14: AGAR & AUDIT**

The External Audit Certificate from our external auditors for the 2022/23 AGAR has been received and displayed on our notice board and website.

**Appendix K**

Internal audit 2023/24 – We have received a quote from DALC for the 2023/24 audit £380.00. This will include the governance & finance audits.

## 15: GRANTS AND DONATIONS

### Annual Community Groups Grant Scheme

The application forms were issued on 17th August 2023, the closing date was 12th October 2023.

A reminder email was sent on 21<sup>st</sup> September 2023, 10<sup>th</sup> & 12<sup>th</sup> October 2023.

Amber Valley 1<sup>st</sup> Responders will not be applying this year, but will continue to look after our de-fibs.

Muddlealong have provided 6 months accounts to 30<sup>th</sup> June as requested.

**Appendix L**

## 16: DRAFT BUDGETS AND PRECEPT 2024/25

To consider the current budget situation, and consider budgets for 2024/25, attached.

Items for attention:

- **Administration** – Increased from last years budget. This is due to an increase in IT support to cover 2 laptops.
- **Staff costs** – includes: national pay increase outstanding April 2023 – March 2024, this has not yet been agreed, but is expected to be an extra £1 per hour.  
1 point upgrade April 2024.  
Estimated SCP annual increase at 5% for 2024/25.
- **Burial Ground** – increased to accommodate annual increases, some estimated.
- **Landscaping** – increased to accommodate annual increases, some estimated.
- **Recreation Ground enhancement** – Decreased, £4000 was budgeted in 2023/24 for CCTV, will be moved to reserves if not spent this year.  
Do we need to budget for future playground maintenance/replacement?
- **Grants** – remains as last year but may need to amend dependant on Finance Committee discussions.
- **Parish enhancements** –  
Includes £300 for Remembrance Service for 2024/25.  
New hanging baskets in Fritchley – if requested in 2024/25 the lamp posts need to be identified so we can add them to the stress testing request.  
Additional floral displays – are there any additional events in 2023/24 that we need to budget for?
- **Burial Ground Development**  
Additional Maintenance – we have budgeted in the past for this, but haven't used it, I assume it's for headstone health & safety checks.
- **Projects**  
Laptop replacement – to replace the laptop belonging to the Project Support Officer if required.  
Project Support role is budgeted at £240 per month, does this need to be increased?  
Any other projects that are not already accounted for in reserves?
- **Glebe Contribution**  
To discuss the percentage increase to be used, assumed 6.7%
- **Contracts**  
Details of increase suggested by contractors attached.

**Appendix M**

## 17: SCHEDULE OF PAYMENTS

The following monthly standing order amount has changed to provide IT cover, Microsoft 365, backups, onedrive and sharepoint for 2 laptops.

Software into Action s/o from £124.80 to £132.00

**Appendix N**

**18: WORK IN PROGRESS**

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

**Appendix O**

**19: 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.

**20: CLERK – S Teece**

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

- Timesheets
- Annual Leave

**21: NEXT FINANCE COMMITTEE MEETING**

Monday 19<sup>th</sup> February 2024 – 10.30am  
Room to be confirmed, Glebe Field Centre.