

Glebe Field Centre
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18th April 2023

Dear Councillor

You are summoned to attend the Finance Committee Meeting of Crich Parish Council on Monday 24th April 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

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 13th February 2023.

Appendix A

6: BANK RECONCILIATION AND BALANCE SHEET

a) Bank Statement

Copy of Bank Statement to 28th February 2023 to confirm balance of £140,237.35, Finance Chair to initial

Copy of Bank Statement to 31st March 2023 to confirm balance of £138,461.96 Finance Chair to initial

Appendix B

b) Bank Reconciliation

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

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

Appendix C

c) Balance sheet

Summary of expenditure against budget 2022-23

Appendix D

7: FINANCE

a) Receipts

Summary of Receipts £15,577.39 1st February 2023 to 31st March 2023

Appendix E

b) Payments

Summary of Payments £16,961.19 1st February 2023 to 31st March 2023

Appendix F

8: END OF YEAR

To review the end of year Financial Statement from 1st April 2022 to 31st March 2023

Appendix G

9: BUDGET/PRECEPT 2023/24

To review the 2023/24 budget

Appendix H

9: BANK CHARGES

Bank charges up to end February 2023 £14.30

Bank charges to end of March 2023 £23.60

Appendix I

10: VAT

VAT Return completed for January 23 to March 23 £1,253.27 reclaimed

Appendix J

11: GOVERNANCE AUDIT 2022

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

The following items have been completed

- Standing Orders – updated, reviewed & adopted at the 3rd April meeting
- Terms of Reference & Scheme of Delegation – Adopted at the 3rd 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

There are still some items to complete. Work on this is ongoing

Appendix K

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 2023/24. To be paid by standing order or direct debit on 1st May 2023.

<i>Supplier name</i>	<i>Payment method</i>	<i>Amount 2022/23</i>	<i>Amount 2023/24</i>	
Keptkleen	s/o	576.85	576.85	No Change
Software into action – SIA	s/o	46.80	46.80	No Change
Fox Grounds Maintenance & Landscaping Ltd	s/o	609.25	639.72	5% increase
Crich Glebe Field Trust Ltd	s/o	879.30	968.11	10.1% increase
Mr D Creed	s/o	285.00	310.00	8.75% increase

14: 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 L

15: GRANTS

To consider recent grant applications from Transition Crich & Crich Open Gardens

Appendix M

16: INVOICE SIGNING

We currently have the following people on the invoice signing rota, Cllrs P Yorke, M Baugh, K Smith & R Walsh. To look at increasing the number of councillors on this list.

17: THE PLACE PROJECT

The remaining funds from the Place project of £3,253.44 has now been paid in to the Crich Parish Council bank account. Another £30.00 is to follow. Place are happy for the money to be used for maintenance or repairs to the play equipment as and when required.

To discuss how the money is to be spent.

18: 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.

19: CLERK – S Teece

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

- Timesheets
- Annual Leave
- Annual Review

20: NEXT FINANCE COMMITTEE MEETING

Monday 24th July 2023 – 10.30am

Room to be confirmed, Glebe Field Centre.