

MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 24th July 2023 AT 10.30AM, IN GLEBE FIELD CENTRE

F049/23 **Present:** Cllrs: V Broom (Finance Chair), Cllr P Yorke (Council Chair), M Lane (Council Vice Chair), M Baugh, R Walsh
In attendance: S Teece - Parish Clerk & RFO

F050/23 **ELECTION OF FINANCE COMMITTEE CHAIR**
Resolved: Cllr V Broom elected as Finance Committee Chair for 2023/24.

F051/23 **TO NOTE ABSENCE**
Apologies received from Cllr R Walsh

F052/23 **VARIATION OF ORDER OF BUSINESS**
It was not considered necessary to vary the order of business.

F053/23 **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

F054/23 **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

F055/23 **MINUTES**
Resolved: Minutes from the meeting of 24th April 2023, circulated with Agenda, were noted.

Grants were discussed and it was agreed that applications received outside of the grant application period will only be considered in exceptional circumstances.

BANK RECONCILIATION AND BALANCE SHEET

F056/23 a) Bank Statement

Copy of Bank Statement to 30th April 2023 to confirm balance of £181,578.15

Copy of Bank Statement to 31st May 2023 to confirm balance of £173,296.34

Copy of Bank Statement to 30th June 2023 to confirm balance of £168,646.71

F057/23 b) Bank Reconciliation

Bank Reconciliation – April 2023

Bank Reconciliation – May 2023

Bank Reconciliation – June 2023

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

F058/23 c) Balance sheet - summary of expenditure against budget 2022/23

It was noted

Resolved: Finance Chair confirmed and signed the Balance Sheet

FINANCE

F059/23 a) Receipts

Summary of Receipts £55,780.77 1st April 2023 to 30th June 2023 circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Receipts

F060/23 b) Payments

Summary of Payments £25,596.02 1st April 2023 to 30th June 2023 circulated with Agenda.

Resolved: Finance Chair confirmed and signed the Summary of Payments

F061/23 BANK CHARGES

Bank charges up to end April 2023 £18.80

Bank charges to end of May 2023 £16.70

Bank charges to end of June 2023 £13.40

Resolved: The bank charges were noted

The Clerk will look at savings accounts on offer by our current bank.

F062/23 VAT

VAT Return completed for April 23 to June 23 £1,795.12 reclaimed.

F063/23 GOVERNANCE AUDIT 2022

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

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, this will be looked into further, with a view to its adoption.
- 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.

F064/23 AGAR & INTERNAL AUDITOR

AGAR has been completed and sent to our external auditors.

F065/23 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 £46.80 to £124.80

Resolved: The new standing order has now been set up to start on the 1st July 2023.

F066/23 WORK IN PROGRESS

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

A review of the Project Support Role will take place with the Chair, the Clerk and the Project Support Officer.

F067/23 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.

F068/23 STAFFING SUB-COMMITTEE REPORT

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

- Timesheets
- Annual Leave
- Project Support Role

Resolved to recommend: All Approved.

F069/23 NEXT MEETING

Monday 16th October 2023 – 10.30am **Date may change.**

Room to be confirmed, Glebe Field Centre.

Meeting closed: 11:29am