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# MINUTES OF THE MEETING OF CRICH PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 25th April 2022 AT 10.30AM, IN GLEBE FIELD CENTRE

F001/22 **Present:**  Cllrs: V Broom (Finance Chair), Cllr M Lane (Council Vice Chair), R Walsh, P Yorke (Council Chair)

**In attendance:** S Teece - Parish Clerk & RFO

F002/22 **TO NOTE ABSENCE**

Cllr M Baugh

F003/22 **VARIATION OF ORDER OF BUSINESS**

It was not considered necessary to vary the order of business.

F004/22 **DECLARATION OF MEMBERS INTERESTS**

1. 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.
2. To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.

## F005/22 PUBLIC SPEAKING

1. 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**

1. 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**

F006/22 **JANUARY 2022 FINANCE MEETING**

Due to Covid restrictions the Meeting of 24TH January 2022 had to be cancelled. The Clerk did however provide the following documents:

**Resolved**

1. Bank Statement to 31st December 2021 – balance of £104523.46
2. Bank Reconciliation – to show balances with Bank Statement
3. Spend against budget summary – explanations provided

**Resolved:** Documents accepted and signed by Finance Chair.

**BANK RECONCILIATION AND BALANCE SHEET**

### F007/22 Bank Statement & Reconciliation

Copy of Bank Statement to 31st January 2022 to confirm balance of £98596.64,

Copy of Bank Statement to 28th February 2022 to confirm balance of £97804.73,

Copy of Bank Statement to 31st March 2022 to confirm balance of £89018.38,

### Bank Reconciliation – Jan 2022

### Bank Reconciliation – Feb 2022

### Bank Reconciliation – Mar 2022

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

F008/22 **b)** **Balance sheet - summary of expenditure against budget 2021/22**

It was noted

**Resolved**

**Resolved:** Finance Chair confirmed and signed the Balance Sheet

F009/22 **c)** **Income**

Summary of income to confirm balance of £132,907.63 , circulated with Agenda.

**Resolved:** Finance Chair confirmed and signed the Summary of Income

The Increase in burial ground fees was noted. This is due to an increase in the burial ground fees from 1st February 2021, but could also be due to the increase in deaths due to covid 19.

F010/22 **END OF YEAR**

To review the end of year Financial Statement from 1st April 2021 to 31st March 2022

**Resolved:** Finance Chair confirmed and signed the End of Year Financial Statement

**Reserves** - A contingency or reserve equivalent to 50% of precept is considered prudent financial management (in 2021/22 this would be £48642.00)

Our current balance at the end of Mar 2022 was £89018.38.

F011/22 **BANK CHARGES**

Bank charges up to end January 2022 £17.70

Bank charges to end of February 2022 £27.30

Bank charges to end of March 2022 £14.70

**Resolved**: Amounts are as expected.

F012/22 **VAT**

VAT Return completed for Jan 21 to Mar 22 £1611.56 reclaimed

**ASSET REGISTER**

F013/22 Review of progress

The asset register is currently being worked on by Cllr Broom & Cllr Lane

Details of 2021-22 Assets acquired are attached

**Resolved:** Further work to be carried out and the Fixed Asset Register will be presented at the July Finance Meeting.

F014/22 **AGAR & INTERNAL AUDITOR**

**The** AGAR has now been completed

Details of internal auditors was provided

**Resolved:** To proceed with Brenda Kirkham as our Internal Auditor for this year.

### F015/22 **ANNUAL COMMUNITY GROUPS GRANT SCHEME**

The Annual Grants have now been paid as follows

Crich Youth Club £200

Amber Valley 1st Responders £200

Crich Luncheon Club £200

Crich Fete & Bonfire £500

Derbyshire Toy Library £200

Crich Crafters £100

Muddlealong £100

Fritchley Community Association £400

Total £1900

£100 remaining, this was given to the Youth Club in April 2022.

F016/22 **SCHEDULE OF PAYMENTS**

To authorise the schedule of regular payments to suppliers for 2022/23. To be paid by standing order or direct debit on 1st May 2022.

It is not possible to change the payment amounts as The Clerk was not the user who set them up, therefore The Clerk will need to cancel the following direct debits/standing orders and create new ones from 1st May 2022.

**Resolved: Payments have now been increased**

**Resolved: Internal Controls Policy/Risk Register to be assessed initially by Cllr Broom**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Supplier name*** | ***Payment method*** | ***Amount 2021/22*** | ***Amount 2022/23*** |
| **Keptkleen** | s/o | 532.48 | **576.85** |
| **Software into action - SIA** | s/o | 46.80 | **46.80** |
| **Fox Grounds Maintenance & Landscaping Ltd** | s/o | 597.31 | **609.25** |
| **Crich Glebe Field Trust Ltd** | s/o | 861.21 | **879.30** |
| **Mr D Creed** | d/d | 271.00 | **285.00** |

F017/22 **WHATSTANDWELL NOTICE BOARD**

Whatstandwell Social Club have offered to pay for the renewal of the parish notice board attached to the wall of Crich Carr School. The sum available is £500, but if more is needed it can be provided. The Social Club will source the notice board and also erect it in place. It will consist of a lockable half for use of CPC and an 'open' part for public use. If you need to contact anyone about the matter from the Club then the person is Mick Tongue (01773 425915) who runs the Family Tree restaurant. Contact will need to be made with the headteacher at the school as the notice board is mounted on a wall which is school property.

**Resolved: All agreed to accept the offer of replacing the notice board**

F018/22 **SECTION 106 AND PLACE PROJECT – PLAY EQUIPMENT**

New play equipment £3500 plus VAT was purchased from Streetscape with money received from the Section 106 money received from Amber Valley BC £2833.89, Plus a donation from the Place Project £666.11, (cheque received from P Yorke 24/02/2022)

Total £3500.00 plus VAT £700 = £4200

A new column was set up on both the Income & Expenditure both with the heading Section 106 + Place Play Equip.

**Resolved: Noted and thank you to the place project for the contribution.**

F019/22 **ANNUAL OFFICE 365 REVIEW**

We have been informed bySoftware in Action that Microsoft are increasing their charges for some of the products in the *Microsoft 365* (formerly known as *Office 365*) suite.   They are also changing the way they charge accounts with effect from March 2022.   From that date all of their licences will be charged in one of two ways:

·         Paid monthly, with an annual commitment for the existing price.

·         Paid monthly, with no annual commitment at 20% premium on the current price.

We were recommended by Software into Action to commit annually.

**Resolved: To proceed with the annual option.**

**Microsoft 365 is not being used to its full ability. Cllr Walsh and Cllr Yorke offered to help the Clerk with advice on Microsoft 365 and it was agreed that the Clerk could attend further training if required.**

F020/22 **NO CAP ON PRECEPT INCREASE**

The government has once again decided not to impose a cap on the amount of precept increase for parish and town councils.

The relevant information from the local government finance settlement is:

***3.5 Council tax referendum principles for town and parish councils***

*3.5.1 The government has not previously set referendum principles for town and parish councils. This approach was contingent on the sector taking all available steps to mitigate the need for council tax increases and the government seeing clear evidence of restraint.*

*3.5.2 In 2021/22, the average Band D parish precept increased by 2.8%, the smallest for ten years. In expectation that parish and town councils continue to show restraint when charging council tax, the government proposes to continue with no referendum principles for the sector in 2022/23. It will however take careful account of the increases set in 2022/23 when reviewing the matter ahead of next year’s settlement.*

F021/22 **BANK ACCOUNT ACCESSS**

A change has been made to the way the online banking is accessed. To log onto to the banking this is first done on the banking app on the Parish Council Mobile, then permission is given from the mobile to access this information on the computer. Full login details can be provided for safe keeping.

**Resolved: Login details provided to Cllr Yorke for safe keeping.**

F022/22 **DRAFT BUDGETS AND PRECEPT 2022/23**

The Committee reviewed the current budget situation and considered the budget for 2022/23, both circulated with Agenda. The draft Budgets took in to account a number of elements which were discussed in detail.

* **Administration –** increased to allow for additional cost for new Internal Auditor, Accountancy Services to set-up new Clerk PAYE. Charges to set-up new pension. New bank charges. Painting of office was not carried out due to Covid restrictions and still needs to be done.
* **Training –** same as last year as Clerk will need to undertake a number of courses (approved by Council 4th October 2021), plus addition of CiLCA cost - details of course circulated with Agenda.
* **Staff costs** – includes: increase from 21 to 23 hrs per week, national pay increase April 2022 – March 2023. 1 point upgrade April 2022, estimated SCP annual increase at 2%, estimated pension contribution 3%, mandatory if requested. One week overtime allowance, at Council’s discretion.
* **Landscaping** – increased to accommodate annual increases, some estimated.
* **Recreation Ground** **enhancement -** allowance for the new signage agreed by Council.
* **Grants –** requests for donations/grants continue to rise. Committee recommended increasing to same amount as 2017/18.
* **Parish enhancements** **– Floral Displays -** No longer in three year price freeze so allows for an increase, or Council may place work elsewhere after review. Proposed new business hanging baskets included again for third year. Allowance to start working on lighting for whole Mkt Place.
* **Public w/c** – based on closed 2 months, open 10 months per year. Open 7 days per week, one clean per day. When closed for Winter, just weekly inspection and flushing.
* **Burial Ground development –** (Amount required for outstanding works held as Earmarked/Assigned Reserves: H&S check £2k, repairs resulting £3k, resource to carry out project £1.5k - total £6,500.) New amount £1k for repair to fence in hedge left hand side of Burial Ground.
* **Capital projects** – Queen’s Platinum Jubilee – suggest join with Glebe as they are also celebrating 25 years at the same time. Fritchley Green works re restricting vehicle parking. New notice board to replace on outside school Whatstandwell.
* **Tree survey and works** – Tree survey due again 2022. Five areas: Recreation Ground, Jubilee Ground, Burial Ground, Drying Ground and Parish Quarry. Also need budget to address survey findings, as Council prioritise.

**Resolved to recommend:** **Budget has been noted and money has been left in reserves so amendments can be made**

F023/22 **FLORAL DISPLAYS**

The company used in previous years Premier 1 are no longer in business.

A quote was obtained from Plantscape. Plantscape provide floral displays to town and parish councils across the country.

Unfortunately Plantscape are now at capacity and will not be able to provide our floral displays.

Other possibilities are being considered for Parish Enhancements.

It has been difficult to obtain 3 quotes for Floral Displays and the Jubilee Garden. Advice was sought from DALC.

**Resolved:** Financial Regulation 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction above £250, usually by obtaining three or more quotations or estimates from appropriate suppliers.

**If we have been unable to obtain 3 quotes we can go still go ahead with an order for a service providing this has been minuted.**

## F024/22 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.

F025/22 **STAFFING SUB-COMMITTEE REPORT**

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

* Timesheets
* Annual Leave
* National pay increase April 2021 – January 2022 – backpay £81.90
* National pay increase April 2021 – January 2022 – C Jennings - backpay £236.66

**Resolved to recommend:** All Approved. Cllr Yorke to arrange a meeting with the Clerk to discuss the issue of workload.

F050/21NEXT MEETING

Please note change of room:

Monday 25th July 2022 – 10.30am

The Parish Room, Glebe Field Centre

Meeting closed: 11:51pm