

Staveley and Copgrove Parish Council

Website: <https://staveleyandcopgrovepc.org.uk>

Clerk: Liz Leatherbarrow

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Minutes of the Finance Sub Committee Meeting held on Wednesday 27th October 2021 at 7pm in Staveley and Copgrove Village Hall

- 1. Reminder by the Chair of the Council's policy for the audio or visual recording of the meeting.**

The Policy was reiterated.

- 1. To receive apologies and approve reasons for absence.**

All present.

- 1. To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.**

None declared.

- 1. To confirm the minutes of the last meeting held as a true and correct record.**

The minutes were proposed and confirmed as a correct record.

- 1. To receive an update on the financial accounts from August 2021 to date.**

The financial reports were shared with up dates from April 2021 to date. The finances were considered and reviewed, paying reference to the future expenses anticipated and in order to ensure value for money for the Parish.

Information shared described details on total income, total expenditure and projected expenditure.

The total income since April 2021 is £6,355.00.

The total expenditure since April is £2,898.39.

The agreed expenditure incurred during the period since the last Finance Sub Committee Meeting and 21 October 2021 was £1,228.30.

The Bank Balance is £29,341.15. There is a projected balance of £21,253.89 for the end of March 2022.

There is a projected net reduction in Parish Funds, through excess of expenditure over income, of £4,550.65. We had budgeted a net reduction in funds of £4,425.14. In the current Financial Year 2021/22 we budgeted for £4,415.00 of asset maintenance costs, to be covered by specific reserves. Excluding these costs, the projected reduction in Parish Funds would be £135.65.

The financial accounts were confirmed and agreed. Projected expenses identified were approved.

ACTION: To present the agreed Finance reports to the Parish Council at the next Parish Meeting.

1. To review the FSC action checklist (points from September to November)

The second Precept payment of £3177.00 was received in September. Total Precept received is £6,355.00.

The Precept request for the next year was discussed. A Precept request must be submitted to Harrogate Borough Council by 14th January 2022. The date for submitting the Precept request impacts on the previously suggested dates for meetings in February 2022.

ACTION: To change final meeting dates planned. New dates agreed were: Finance Sub Committee Meeting 11th January 2022 at 6.30pm. Parish Council Meeting 11th January at 7pm.

The objective of the Parish Council is to try and balance our precept income against Parish Council expenditure, other than expenditure which the Parish Council agrees would be covered through Parish Council reserves.

ACTION: It was proposed that it is recommended in principal the Precept should remain unchanged in 2022-23. It was proposed that the Parish Council reserve the right to increase the Precept if any other major expense is identified, which the FSC believe should not be covered by reserves and therefore will require funding by an increase in Precept. It was noted that there may be repairs needed to the Pinfold.

ACTION: Clerk to submit Precept request after it is ratified by the Parish Council in January 2022.

The Playground inspections were reviewed.

ACTION: Chair and Clerk will confirm the identified repairs needed to the fencing and the playground surfacing, have been completed satisfactorily by the contractor.

The Clerk's salary has been paid and HMRC return has been made.

The Information Commissioners Office Registration has been renewed and payment processed.

The annual ROSPA inspection report for the play area has been received and paid for. There were no urgent safety repairs/issues identified in the report to action.

There is an invoice for grass cutting in Copgrove expected in November

1. To ratify changes to budget with respect to maintenance of Defibrillator costs, including

new Pads.

Replacement pads are needed following each time of use of the Defibrillator and pads expire every 2 years. Cost of new pads paid in September was £56.28.

ACTION: The costs for replacement Defibrillator pads is included and approved in projected Asset Management costs.

1. To consider timing and disclosure procedures for the PC website

The Chair explained how the Transparency Code determines the timing and scope of information that must be made public on the Parish Council website.

ACTION: To recommend to the Parish Council that future transactions continue to be entered onto the website, but are made public once the Audit has been completed, as determined in the transparency code.

1. To consider commuted sums as per attached schedule

The Committee looked at the spreadsheet of Commuted Sums figures shared by Harrogate Borough Council.

It was agreed that more information about the Commuted sums application procedure is needed in order to best use any amounts detailed in the spreadsheet.

ACTION: Clerk to circulate information about the Commuted Sums systems and procedures to Finance Sub Committee members.

1. To notify the Clerk of any matters for inclusion on the agenda of the next meeting.

- * Commuted Sums monies to reconsider
- * The Chair to provide an up date on progress made with regards changes introduced regarding the website

1. To confirm the date of the next meeting.

Next Finance Sub Committee Meeting to be held at 6.30pm on 11 January 2022.