

# Helsby Parish Council

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## Minutes of the Finance Committee meeting held at 7pm on 3<sup>rd</sup> April 2018 in the Committee Room

### Present:

Cllr. Terry O'Neill – Chairman      Cllr. Sarah Temple – Vice-Chairman      Cllr. Stuart Hulse      Cllr. Chris Ellams      Cllr. Alan Gardner

1. Public Air Time – proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the meeting be suspended for public participation – F09/18.** There being no matters brought to the committee's attention it was proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that Public Air Time be closed and the meeting reconvened – F10/18.**
2. Apologies for absence were received from Cllr. Randles.
3. Declaration of interest – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. Gardner, seconded by Cllr. Temple and **RESOLVED – that the [Mins - Finance Committee 3rd January 2018.docx](#) be accepted as an accurate record and duly signed by the Chairman – F11/18.**
5. Matters arising from the previous meeting
  - 5.1 5-Year Business Plan for the Parish Council. Cllr. O'Neill was updating the Plan as information and projects came through from the committees.
  - 5.2 Erection of a circumference pathway all around the parish field. Cllr. O'Neill confirmed that there were enough Section 106 monies held by Cheshire West and Chester to cover the estimated project costs.
  - 5.3 Cycle provision – Cllr. O'Neill was assisting PCSO Kopczyk to identify areas for potential and consideration.

6. Review of grants / earmarked reserves c/f from 2016/17 and also provided for, received and spent in fiscal year 31<sup>st</sup> March 2018 as follows: -

**Grants and earmarked reserves for identified projects as follows:**

Particulars	c/f 2016-17 £	Provided 2017/18 £	Planned Usage 2017-18 £	Released 2017-18 £	Balance 31.03.18 £	Provided 2018-19 £	Planned Usage 2018-19 £	Expected Balance 31.03.19 £
<b>Specified Earmarked Reserves</b>								
Provision for Comm Sports Club support	72,000	8,000	0	0	80,000	8,000	0	88,000
Clerk's annuity – payable into pension pot	5,500	0	5,500	5,500	0	0	0	0
Future burial provision	16,000	2,000	0	0	18,000	925 <sup>(a)</sup>	0	18,925
CWAC – new homes bonus 2015/16	19,171	0	8,168	8,039 <sup>(b)</sup>	11,132	0	8,000 <sup>(c)</sup>	3,132
Budget Heading 226R -Soft Safety Surface	0	0	0	0	0	8,000 <sup>(d)</sup>	0	8,000
<b>Grants</b>								
Cllr. Alan McKie – 5 <sup>th</sup> Helsby Grant Show	0	1,000	1,000	1,000	0	0	0	0
Ho Ho Helsby – Motifs	0	2,292	2,292	2,292	0	0	0	0
<b>Total:</b>	<b>£112,671</b>	<b>£13,292</b>	<b>£16,960</b>	<b>£16,831</b>	<b>£109,132</b>	<b>£16,925</b>	<b>£8,000</b>	<b>£118,057</b>
<b>Total earmarked reserves balance at 31<sup>st</sup> March 2018</b>					<b>£109,132</b>	<b>Expected balance 31<sup>st</sup> March 2019</b>		<b>£118,057</b>

(a) The Parish Council agreed to set a budget that equalled 50% of the amount of income received for burials in the preceding fiscal year. The income for 2016/17 was £1,850 ÷ 2 = £925.

(b) The Parish Council agreed to purchase CCTV and TruCam, £840 and £7,199 respectively, out of the New Homes Bonus reserve.

(c) The Parish council agreed to take £8,000 out of the New Homes Bonus Reserve and to place said amount into a new specified reserve Budget Heading 226R entitled 'Soft Safety Surface' to start building up its reserves to replace the whole of the safety surface in the Children's Play Area.

(d) New reserve heading – see Item C above.

Proposed by Cllr. Hulse, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council be RECOMMENDED to accept the Grants and**

**Earmarked Reserves going forward to 31<sup>st</sup> March 2019 – F12/18.**

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Chairman's initial.....

7. Review of Finance Regulations. Item 6.10 accords with instructions received from the internal audit 31.03.17 to put checks in place when paying invoices by BACS. Item 8.2 covers the investments of the Parish Council. Investments must not be placed in anything that could be seen as risky i.e. stocks and shares. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept the [FINANCIAL REGULATIONS 2017 2nd Revision to include Item 6.10.doc](#) – F13/18.**
  
8. Review of Asset Register. It was agreed to add the 2x new red domed topped bins to the schedule and to remove, from the list, items that were disposed of prior to 31<sup>st</sup> March 2016. Proposed by Cllr. Gardner, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council be RECOMMENDED to accept the [Asset Register as at 31st March 2018 \(V3\).xls](#) detailing £179,747.15 being the total value of assets held as at 31<sup>st</sup> March 2018 – F14/18.**
  
9. Review of insurance schedule. The Clerk had increased the Street Furniture section by £10,000 to £70,000 (to cover the cost to replace the Trucam) and added CCTV to cover the new equipment overlooking Sherwood Court. The increased premium charge was £11.50. Everything else remained unchanged Proposed by Cllr. Ellams, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council be RECOMMENDED to accept the amended and up-to-date Insurance Schedule with Aon UK Limited – F15/18.**
  
10. Review of Risk Assessment. The Parish Council had not taken on any more risk since the last review. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept [My Documents\Risk Assessment.docx](#) F16/18.**
  
11. Review of Investment Programme  
Very few financial institutions are offering interest bearing accounts for multiple signature incorporated bodies. However, the Parish Council is mindful that its funds must be protected and placed in low-risk accounts therefore, the funds are split amongst the following accounts – duly noted:
  - a) Co-Operative Bank – Business Select Account - £75,846.57
  - b) Monmouthshire Building Society Corporate Bonus 90 (interest calculated on 31<sup>st</sup> March) £75,679.82. Now 0.05% + bonus of 0.5% if all conditions are met.
  - c) Nat West Business Reserve – £5,967.24

- 12. Annual Audit and Annual Return of the Council’s accounts for Financial Year ending 31<sup>st</sup> March 2018.
  - a) Internal Audit to be undertaken by JDH Businesses Services – 12<sup>th</sup> April 2018 – duly noted
  - b) External Audit – Cheshire’s accounts will be audited by PKF Littlejohn LLP, SBA Team of 1 Westferry Circus, Canary Wharf LONDON E14 4HD. To date, the Parish Clerk understands that all documents pertaining to external audit will be sent through electronically and that a provisional date of Monday, 11<sup>th</sup> June 2018 has been discussed – duly noted.

13. [Balance Sheet for Year Ending 31st March 2018.docx](#) [Balance Sheet for Year Ending 31st March 2018 - Appendix A.docx](#)

14. Surrender of Lease – The Eccies. Walkerbar and the Parish Council had agreed to the terms of surrender. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Finance Committee agree to implement the Council’s wishes for redeeming the Lease – F17/18.**

- 15. Review of Bank Direct Debits. The Parish Council currently pay a)-d) by the following method -
  - a) Siemens – quarterly Direct Debit for photocopier rental and annual Lease Agreement fees
  - b) Scottish Power – monthly Direct Debit for electricity charge Helsby Community Centre
  - c) Water Plus – monthly Direct Debit for waste water charge - same
  - d) BT – monthly Direct Debit for rental, phone and broadband

Proposed by Cllr. Ellams, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council be RECOMMENDED to continue paying regular payments and utilities by Direct Debit as an efficient and acceptable method of payment – F18/18.**

16. Date of the next meeting – to be arranged.

The meeting closed at 7.18pm

Chairman’s signature..... Dated.....

