

Helsby Parish Council

Minutes of the Finance Committee meeting held at 7pm on Monday, 24th September 2018 in the Committee Room

Present:

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

Agenda

1. Public Air Time. Proposed by Cllr. Ellams, seconded by Cllr. Gardner and **RESOLVED – that the meeting be suspended for public participation – F19/18.** 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 – F20/18.**
2. Apologies for absence were received from Cllr. Duffy and accepted by the council.
3. Declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011 – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. Hulse, seconded by Cllr. Gardner and **RESOLVED – that the minutes of the Finance Committee meeting held on 25th June 2018 be accepted as accurate and duly signed by the Chairman – F21/18.**
5. Matters arising from the previous meeting not covered elsewhere in the agenda – no matters reported.
6. Review of grants / earmarked reserves c/f from 2017/18 and also provided for, received and spent in current fiscal year. The committee discussed the following:

Particulars	Balance 01/04/18 £	Provided 2018-19 £	Planned usage 2018-19	Expected balance 31.03.19
Specified earmarked reserves				
Community Sports Club support grant	80,000	8,000	0	88,000
Future burial provision	18,000	925	0	18,925
CWaC – new homes bonus c/f 2015/16	11,132	0	8,000 ^(a)	3,132 ^(b)
Bud Head 226R – soft safety surface	0	8,000	0	8,000
Total:	109,132	16,925	8,000	118,057

- (a) 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.

- (b) Proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to pay for the purchase / installation costs of removing 3x conical planters and purchase of 2x metre squared planters (Northwich Town Council had quoted £1,380 incl VAT) to be placed on the Honeywell land opposite Land of Beds – F22/18.** Included in the quote was filling and planting with winter pansies. The project was a capital scheme which would match the criteria for spending NHB money.
7. Review of Investment Programme
Very few financial institutions were offering interest bearing accounts for multiple signature incorporated bodies. The Parish Council was mindful that its funds must be protected and placed in low-risk accounts therefore, the funds were split amongst the following accounts – duly noted:
- a) Co-Operative Bank – Business Select Account - £75,858.39 as at 11th Apr 2018
 - b) Monmouthshire Building Society Corporate Bonus 90 (interest calculated on 31st March) £76,096.06 as at 31st March 2018.
 - c) Nat West Business Reserve £85,986.07
 - d) Rights under the Financial Services Compensation Scheme - £85,000 per banking group.
8. External Audit 31st March 2018. Clean report with no matters to report. The Notice of Conclusion of Audit was now being displayed on the website and Library Notice Board plus copies of Sections 1, 2 & 3 of the Annual Governance and Accountability Return (AGAR) – duly noted.
9. Budget Analysis as at 24th September 2018. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept the Budget Analysis (as now attached to these minutes) as at 24th September 2018 – F23/18.**
10. Financial Statement. The clerk had not produced a report due to the limited time available. The Clerk explained that she produced a monthly Bank Reconciliation so the figures were updated regularly. Proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED – that the Financial Statement be removed, as a regular item, from the agenda for the Finance Committee meeting – F24/18.**
11. Travel expenses. Members of the Parish Council and staff were currently claiming 40p per mile. It had been some time since HMRC increased the allowance to 45p per mile. The committee discussed increasing the allowance in accordance with HMRC guidelines. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to increase travel expenses from 40p to 45p per mile with immediate effect to accord with HMRC rates – F25/18.**
12. 5-Year Capital Plan. Cllr. O'Neill was part way through creating a Business Plan for the Parish Council. The committee briefly touched on the sort of services that the Parish Council may consider taking over i.e. Helsby Library and verges.

Cllr. O’Neill and the Parish Clerk had arranged a meeting on 4th Oct with CWaC staff to seek advice on the criteria for spending over £49k of Section 106 money, held by CWaC and allocated for spending on Public Art in Helsby. They already had a few ideas including:

- a) Designation of Conservation Area – this would carry a cost to employ expert advice;
- b) Statue of the fallen WW1
- c) Community orchard
- d) Flower baskets for railings on sandstone bridge (consideration must be given for ongoing maintenance costs which could be hefty)

13. Urgent Matters – none reported

14. Date of the next meeting – 7th January 2019.

The meeting closed at 7.25pm

Chairman’s signature..... Dated.....

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