

# Helsby Parish Council

## Minutes of the Finance Committee meeting held at 7pm on 1<sup>st</sup> July 2019 in the Committee Room

### Present:

Cllr. Terry O'Neill – Chairman  
 Cllr. Sam Johnson  
 Cllr. Alan Gardner

Cllr. Sarah Temple Vice-Chairman  
 Cllr. Mags Porter

Cllr. Stuart Hulse  
 Cllr. George Randles

1. Election of Chairman. Proposed by Cllr. Gardner, seconded by Cllr. Johnson and **RESOLVED – that Cllr. Terry O'Neill be elected as Chairman of the Finance Committee – F18/19.**
2. Election of Vice-Chairman. Proposed by Cllr. Johnson, seconded by Cllr. Hulse and **RESOLVED – that Cllr. Sarah Temple be elected as Vice-Chairman of the Finance Committee – F19/19.**
3. Public Air Time. Proposed by Cllr. Gardner, seconded by Cllr. Randles and **RESOLVED – that the meeting be suspended for public participation – F20/19.** There being no matters brought to the committee's attention it was proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED – that Public Air Time be closed and the meeting reconvened – F21/19.**
4. Apologies for absence – none. All present.
5. Declarations of interest in agenda items. Cllrs. Randles and O'Neill declared non-pecuniary interest in Item 8 as both were Executive Members of Helsby Community Sports Club.
6. 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 1<sup>st</sup> April 2019 be accepted as accurate and duly signed by the Chairman – F22/19.**
7. Matters arising from the previous meeting - no matters reported.
8. Review of grants and earmarked reserves c/f from 2018/19 and also provided for, received and spent in the current fiscal year were duly noted: -

Particulars	Balance 01/04/19 £	Provided 2019-20 £	Planned usage 2019-20	Expected balance 31.03.20
<b>Specified earmarked reserves</b>				
Community Sports Club / Parish Office	88,000	12,000	100,000	0
Future burial provision	18,925	3,566	0	22,491
Bud Head 226R – soft safety surface	0	8,000	0	8,000
Budget amended to transfer £3,556 from Election expenses to the professional fees associated with the creation of a conservation area	0	3,556	3,556	0
<b>Total:</b>	<b>£106,925</b>	<b>£27,122</b>	<b>£103,556</b>	<b>£30,491</b>

Members were made aware that, when the £100,000 is given to Helsby Community Sports Club (subject to satisfactory lease agreement), it will push the Parish Council into full intermediate audit category. If a council has a turnover of £200,000 there will be an in-depth examination requiring more information and questions. The Clerk will make enquiries as to what the requirements are but it's highly likely that audit fees will increase – duly noted.

9. Review of investment programme – duly noted. Summary as follows: -
  - a) Co-Operative Bank – Business Select Account £76,004.42 as at 5<sup>th</sup> April 2019
  - b) Monmouthshire Building Society – Corporate Bonus 90 (Annual) £76,625.08 as at 5<sup>th</sup> April 2019
  - c) Nat West Business Reserve £110,051.13
  - d) Rights under the Financial Services Compensation Scheme - £85,000 per banking group.

The Clerk has requested bank mandate form from the Monmouthshire to remove Mr Connor and replace with another. It was agreed to add Cllrs. Hulse and Temple.

10. Annual Audit – Internal Auditor's recommendations Year Ending 31<sup>st</sup> March 2019 – duly noted: -
  - a) The Audit Report had 3 recommendations as follows: -
    - (i) ISSUE – the bank statement for the savings account with the Monmouthshire Building Society is dated April 2018 and does not confirm the balance as at 31/03/19. **Agreed by the Parish Council that statements for Monmouthshire and Co-Operative Bank be obtained for the date of the audit 31<sup>st</sup> March 2020.**
    - (ii) Only two tenders were received before awarding the contract for the Christmas Lights installation. The Financial Regulations require that the Council shall invite tenders from at least three contractors. RECOMMENDATION – to ensure transparency, the Council should record in the minutes any reasons as to why three tenders have not been obtained. **Agreed by the Parish Council that an explanation be given, in the minutes, why fewer quotes have been obtained.**
    - (iii) The fidelity cover at £250,000 does not cover maximum projected cash balances of approximately £268,000 (calculated as year end balance plus precept). RECOMMENDATION – the Council should review the adequacy of their fidelity cover. **Agreed by the Parish Council and actioned. Fidelity cover with the council's insurers BHIB has been increased to £250,000 - £500,000 bracket.**
  - b) Importance Guidance Note. **Agreed by the Parish Council that a copy of the completed 2018/19 Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Review and a dated photograph showing the first day of said notice on the noticeboard and/or a dated computer screenshot showing the first date of the notice be provided for internal audit 2019/20.** The Clerk thanked Mr D Temple for assisting her with screenshot.
  - c) External audit – the 2018/19 Annual Governance & Accountability Return (AGAR) had been sent to PKF Littlejohn before the deadline date of 1<sup>st</sup> July 2019. The notice inviting members of the public to examine the accounts had been placed on the website and Library Notice Board. Cllr. O'Neill asked that it also be placed on the Community Notice Board.

- 11. Budget Analysis as at 1<sup>st</sup> July 2019. The committee worked through the document. The Clerk was asked to input a full explanation that the estimated overspend in Budget Heading 233 would be covered by Helsby Community Association.
  
- 12. Financial statement. Proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED – that the Parish Council be RECOMMENDED to accept the Financial Statement dated 1<sup>st</sup> July 2019 showing £275,336.71 held in balances – F23/19.**
  
- 13. 5-Year Business Plan – Cllr. O’Neill had updated the Plan with last year’s outturns. The council agreed that it be displayed on the Website. The document would not be published at it was a working document subject to updating throughout the life of the Plan – duly noted.
  
- Facebook and Helsby Parish Council. It was thought that Facebook would be used for immediate stuff and the existing website used more as a database. This needed to be discussed at the inaugural meeting of the sub-group tasked to create a Facebook page.
  
- 14. Helsby Community Sports Club – Cllr. Randles updated members that changes needed to be made to incorporate as much of the amenities into Phase 2. This included building 4 full size and 2 junior size tennis courts. Making a temporary car park on the Phase 3 land (where the sports hall will be built). Drawings will be sent to Planning which will reflect the changes. The Club will also be putting in plans for outline permission for fishing pond and are in negotiation with landowners – duly noted. The Parish Clerk now has a clear resolution, from the Parish Council, that £100,000 will be given to the Community Sports Club subject to lease agreement.
  
- 15. Date of the next meeting – 30<sup>th</sup> September 2019.

The meeting closed at 7.30pm

Chairman’s signature.....Dated.....

