



# Helsby Parish Council

---

**A remote meeting of the Finance Committee will take place at 7.00pm on Tuesday 6<sup>th</sup> April 2021 via Zoom**

**The press and public are welcome to attend.** Please note: due to the current Government's advice on Covid-19, the Parish Council will meet virtually. If any members of the public wish to join the meeting in this format and make a statement or raise a question at the meeting, they should contact the clerk before the meeting at [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) or 01928 726433.

## **AGENDA**

1. Public Air Time. To suspend the meeting for public participation. Maximum time allocated for this purpose is 10 minutes subject to the committee's approval.
2. To receive apologies for absence.
3. To receive any declarations of interest.
4. To approve the minutes of the previous meeting held on 4<sup>th</sup> January 2021.
5. Matters arising from the previous meeting – to receive member's reports (for info only).
6. Review of grants and earmarked reserves carried forward from 2019/20 and also provided for, received and spent in the current fiscal year (see Appendix 1).
7. Review of Financial Regulations – no amendments are recommended.
8. Review of Asset Register – see attached report.
9. Review of Insurance Schedule – copy of last year's policy attached.
10. Review of Risk Assessment – see attached report.
11. Review of Section 106 money available for Helsby – see attached report.
12. Review of Investment Programme
  - a) Co-Operative Bank – Business Select Instant Access Account - £76,461.69. Interest at a variable rate of 0.03% gross AER, paid twice a year.
  - b) Monmouthshire Building Society Corporate Bonus 90 (interest calculated on 31<sup>st</sup> March) £77,238.09. Interest at a 0.30% variable rate + bonus of 0.5% if all conditions are met.
  - c) Nat West Business Reserve Account – £25,222.87. 0.01% interest gross AER, paid monthly.

13. Annual Audit and Annual Return of the Council's accounts for Financial Year ending 31<sup>st</sup> March 2021.
  - a) Internal Audit to be undertaken by JDH Businesses Services – submission expected in April.
  - b) External Audit – Cheshire's accounts will be audited by PKF Littlejohn. Default submission deadline is Friday 2 July 2021.
  
14. Bank Reconciliation and Financial Report for 31<sup>st</sup> March 2021 – to be circulated at the meeting.
  
15. Review of Bank Direct Debits and Standing Orders. The Parish Council currently pay a)-f) by Direct Debit and g) by Standing Order:
  - 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
  - e) NEST – monthly employee/employer pension contribution
  - f) Information Commissioner's Officer – annual registration fee
  - g) Arndale Transport – monthly office rent.
  
16. Urgent matters.
  
17. Date of the next meeting – to be agreed.

Claire Jones – Parish Clerk

Monday 29 March 2021

Email: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) Phone: (01928) 726433

**Appendix 1: Grants and earmarked reserves for identified projects (as at 31 March 2021)**

Particulars	c/f 2019- 20 £	Provided 2020-21 £	Planned Usage 2020-21 £	Released 2020-21 £	Expected Balance 31.3.21 (£)	Provided 2021-22 £	Planned Usage 2021- 22 £	Expected Balance 31.3.22 (£)
<b>Specified earmarked reserves</b>								
Future burial provision	21,768 <sup>a</sup>	2,903	0	0	24,671	2,843	0	27,514
Soft Safety Surface	8,000	8,000	0	0	16,000	8,000	0	24,000
<b>Grants</b>								
S106 reclaim - retention fee	0	738	738	738	0	0	0	0
Ho Ho Helsby	0	3,950	3,950	3,950	0	0	0	0
CW&C Covid HPC	0	10,000	2,664 <sup>b</sup>	2,664 <sup>b</sup>	7,336	0	2,500	4,836
CW&C Covid HCA	0	10,000	10,000	10,000	0	0	0	0
S106 reclaim – basketball and teen shelter	0	1,193	1,193 <sup>c</sup>	1,193 <sup>c</sup>	0	0	0	0
CW&C Members Budget laptop	0	500	500	500	0	0	0	0
Arts Council - Helsby Art of Here plus S106	0	9,900	870	870	9,030	6,100 <sup>d</sup>	15,130	0
Community Policing Fund 2020-21	0	500	0	0	500	0	500	0
<b>Total</b>	<b>29,768</b>	<b>47,684</b>	<b>19,915</b>	<b>19,915</b>	<b>57,537</b>	<b>16,943</b>	<b>18,130</b>	<b>56,350</b>
<b>Total earmarked reserves balance at 31st March 2021</b>					<b>57,537</b>	<b>Expected balance at 31st March 2022</b>		<b>56,350</b>

<sup>a</sup> Incorrectly recorded in the 2019/20 final year accounts. Should have been £22,491. Add the £723 difference to 2020/21's figure of £2180 = £2,903.

<sup>b</sup> Costs for new noticeboard to be taken from the COVID grant money in 2020/21 and for the office relocation in 2021/22.

<sup>c</sup> Project paid for in 2019/20 financial year.

<sup>d</sup> Includes remaining £1,100 grant money from Arts Council and £5000 contribution from S106 monies through CW&C.