



# Helsby Parish Council

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21<sup>st</sup> June 2021

**To: All Members of Helsby Parish Council**

**You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on Monday 28<sup>th</sup> June 2021 at 7.30pm in the main hall at Helsby Community Centre for transaction of the undermentioned business.**

**The press and public are welcome to attend. Please contact the clerk in advance if you wish to attend ([parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk)) so we can ensure that adequate social distancing measures are in place.**

Yours sincerely,

*Claire Jones*

**Claire Jones, Clerk and Responsible Financial Officer**

## **AGENDA**

1. Election of Chairman.
2. Election of Vice Chairman.
3. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
4. To receive apologies for absence; apologies should be submitted to the Parish Clerk in advance of the meeting.
5. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
6. Confirmation of Previous Minutes. To receive and confirm the minutes of the previous meeting held on 6<sup>th</sup> April 2021.
7. Matters arising from the meeting held on 6<sup>th</sup> April not covered elsewhere in the agenda.
8. Review of grants and earmarked reserves carried forward from 2020/21 and also provided for, received and spent in current fiscal year (see Appendix 1).
9. Review of Investment Programme (Financial Services Compensation Scheme remains at £85,000 per banking group) as follows:

- 9.1 Co-Operative Bank – Business Select Account - £76,473.34 as at 21 June 2021
- 9.2 Monmouthshire Building Society Corporate Bonus 90 - £77,855.99 as at 21 June 2021
- 9.3 Nat West Business Reserve - £25,223.50 as at 21 June 2021
- 9.4 Nat West Current Account - £111,410.39 as at 21 June 2021

10. Annual Audit – Internal Auditors recommendations Year ending 31<sup>st</sup> March 2020:

10.1 The Audit Report had 2 recommendations as follows:

- 10.1.1 ISSUE – The risk assessment does not address the risks of supplier (procurement) fraud. Recommendation - *The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.*
- 10.1.2 ISSUE – The Council’s general reserve as at 31/3/21 is in excess of 12 months Net Revenue Expenditure (net revenue expenditure is effectively Precept less any loan repayment and/or amounts included in precept for capital projects and transfers to earmarked reserves). Recommendation – *the Council should review their general reserves and consider whether they are being retained for earmarked schemes.*

10.2 External Audit – the Clerk will send the Annual Audit to PKF Littlejohn shortly in advance of the deadline of 2 July 2021. Confirmation of the dates of the period for the exercise of public rights alongside Sections 1 & 2 of Part 3 of Annual Governance and Accountability Return 2020/21 will be displayed on [www.helsbyparish.org.uk](http://www.helsbyparish.org.uk) and the HPC noticeboard in accordance with the external auditor’s instructions.

11. Budget Analysis as at 21 June 2021 – as circulated.

12. Review of Council’s asset register and Fixed Asset Policy for insurance valuations and upgrades/life expectancy.

13. Urgent Matters.

14. Date of the next meeting – 27<sup>th</sup> September 2021.

**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 <sup>b</sup>	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.