



Helsby Parish Council

Minutes of the Finance Committee meeting held at 7.30pm in the Upper Hall at Helsby Methodist Church on Monday 26th September 2022

Present:

Cllr. Terry O'Neill (Chairman)

Cllr. Mike Branigan

Cllr. Peter Duffy

Also present:

Cllr. Chris Ellams

Cllr. Margaret Marsh

Claire Jones (Parish Clerk)

1 member of the public

1. Public Participation – It was **RESOLVED that the meeting be suspended for public participation – F29/22**. There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – F30/22**.
2. Apologies for absence were noted from Cllr. Temple. Cllr. Gardner did not attend.
3. Declarations of Members' Interests. None were received/reported.
4. Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Finance Committee meeting held on 20th June 2022 be accepted as accurate and duly signed by the Chairman – F31/22**.
5. Clerk's report. Under Item 3, it was agreed that Cllr. Garrity's request to join the committee would be considered at the next meeting in January. Under Item 9, it was noted that Cllrs. O'Neill and Branigan would continue work on the development of a life extension plan for Helsby Community Centre. Also under Item 9, the Clerk outlined that the community consultation exercise was now underway. Under Item 10, it was noted that the Clerk had yet to remove Paul Standing and add Cllr. Temple as a signatory of the NatWest account and to discuss a second signatory for approving payments. Under Item 12, it was noted that all non-barcoded stamps had been swapped with the Royal Mail. Under Item 14, it was agreed to postpone the Participatory Budgeting Event until early next year. It was noted under Item 15, that the Council had now signed up to accounting package, Scribe, and inputting would commence shortly. Under Item 16, the Clerk reported that she was still waiting for confirmation from Mega Electrical in relation to the gas main issue at the guide hut.

6. Members noted the grants and earmarked reserves carried forward from 2021/22 and also provided for, received and spent in the current fiscal year as set out in Appendix 1. Cllr. O'Neill suggested that the Parks, Cemetery and Allotments Committee should produce a report outlining any specific requirements under the earmarked reserves funds. As agreed at the last meeting, it was noted that the Clerk would add £5,000 into earmarked reserves to layout the cemetery extension area. It was also noted that the Council were due to receive their first payment of Community Infrastructure Levy monies for the Land at Stephen's Grove development (£2,600).
7. The Council's investment programme was noted as follows:
 - Co-Operative Bank – Business Select Account - £76,498.48 as at 20 September 2022
 - Monmouthshire Building Society Corporate Bonus 90 - £78,478.84 as at 20 September 2022
 - Nat West Business Reserve - £55,242.89 as at 20 September 2022
 - Nat West Current Account - £39,398.74 as at 20 September 2022
 - Nationwide Business Instant Saver Account – £40,000 as at 20 September 2022.
8. Annual Audit – It was noted that no issues had been raised in the external auditor's report for the year ending 31st March 2022. The Clerk reported that she had published the 'Notice of Conclusion of Audit' on the Council's website and noticeboard.
9. 2022/23 Budget Analysis – the Council's income and expenditure as at 20th September 2022 was noted. The Clerk requested that the budget codes be reviewed from 2022/23.
10. Access Control System (Parish Office) - Cllr. Duffy summarised a request from the Health and Safety Committee for additional expenditure under Budget Code 265 (H&S/PPE equipment) to purchase an. It was **RESOLVED to recommend to Full Council to vire £1,500 from Budget Code 230 (Street furniture/BT phone boxes) to Budget Code 265 to fund the project – F32/22.**
11. Review of Council's Annual Contracts – the Council's current contracts were noted. It was agreed that the Clerk would bring quotes to the next meeting for a new photocopier supply and maintenance service as the current contract with Siemens/Liverpool Document Systems was due to expire in April 2023.
12. Review of Section 106 money available – it was noted that Daniel Lockwood had replied to the list of queries submitted after the last meeting, although he was still seeking clarification on the Cable Drive (12/05370/FUL) development. It was outlined that two claims for S106 funds would be submitted shortly for the parish field lighting project (around £14,000) and the public art project (£8,000).
13. Review of Council's Asset Register and Fixed Asset Policy – It was **RESOLVED to recommend to Full Council to make the following changes to the Asset Register:**
 - **Add reference to repairs to the table tennis table;**
 - **Delete £284 litter bin on the parish field (vandalised) and add replacement litter bin (£204);**
 - **Add two new community noticeboards;**

- Amend locations of Covid signage and HPC noticeboard;
- Remove 1 bus shelter (removed as part of housing development on Chester Road);
- Remove all grounds maintenance equipment (items sold);
- Add 4 new black planters and remove 4 green planters; and
- Add CCTV system and parish field lighting – **F33/22**.

The Clerk agreed to obtain clarification from Cheshire Police in relation to the Trucam speed camera, which was thought to have now been replaced.

It was **RESOLVED to recommend to Full Council to make the following amendment to the Fixed Asset Policy: exclude any assets with a purchase or resale value of less than £250 rather than £100 (other than items listed for inclusion in the Asset Register) – F34/22**. On this basis, a number of other items would also need to be removed from the Asset Register.

14. Review of Business Plan 2018-2023 – it was agreed that a working group would be set up both to analyse the results of the community questionnaire and to draft the revised Business Plan 2024-2029. Cllr. O’Neill agreed to circulate some information he had prepared on a shorter revised version (2019-2024) he had worked on previously.

15. Urgent matters – no matters were raised.

16. Date of next meeting – Monday 9th January 2022.

The meeting closed at 8.04pm

Chairman’s signature Dated.....

APPENDIX 1: Grants and earmarked reserves for identified projects (as at 26th September 2022)

Particulars	c/f 2020-21 £	Provided 2021-22 £	Usage 2021-22 £	Balance 31.3.22 £	Provided 2022-23 £	Planned Usage 2022-23 £	Expected Balance 31.3.23 £
SPECIFIED EARMARKED RESERVES^a							
Future burial provision	24,671	2,843	0	27,514	3,633	0	31,147
Play area improvements/upgrades	16,000	8,000	0	24,000	8,000	0	32,000
Public consultation	0	2,000	0	2,000	0	2,000	0
Sherwood Court projects	0	10,000	0	10,000	0	10,000	0
Queens Platinum Jubilee	0	10,000	0	10,000	0	10,000 ^b	0
Cemetery extension area design project	0	0	0	0	5,000	0	5,000
Total	40,671	32,843	0	73,514	16,633	22,000	68,147
GRANTS							
CW&C Covid HPC	7,336	0	6,448	888	0	888 ^c	0
Arts Council - Helsby Art of Here plus S106	9,030 ^d	0	7,448	1,582	9,100	10,682	0
Community Policing Fund 2020-21	500	0	500	0	0	0	0
CW&C Members Budget table tennis table	0	500	0	500	0	500	0
S106 reclaim - picnic tables	0	2,634	2,634	0	0	0	0
S106 reclaim – parish field lighting	0	0	0	0	13,908	13,908	0
Protos grant for CCTV project	0	0	0	0	4,000	4,000	0
CIL payment (Land at Stephen's Grove)	0	0	0	0	2,600	0	2,600
CW&C Members Budget defibrillator	0	0	0	0	1,500	1,500	0
Total	16,866	3,134	17,030	2,970	31,108	31,478	2,600
TOTAL	57,537	35,977	17,030	76,484	47,741	53,478	70,747
Total grants and earmarked reserves balance at 31st March 2022				76,484	Balance at 31st March 2023		70,747

^a Potentially add funds for Helsby Community Centre upgrades

^bOnly £289.22 spent on Jubilee projects. Proposal to use the remaining monies for a Participatory Budgeting Event in early 2023.

^c COVID grant money fully used for noticeboards and office relocation in 2021/22 and new community noticeboards in 2022/23.

^d £1,100 received from Arts Council plus £8,000 S106 monies due in 2022/23. £16,332 spent on the project in total.