



# Helsby Parish Council

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28<sup>th</sup> March 2023

**To: Members of the Finance Committee**

**You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on Monday 3<sup>rd</sup> April 2023 at 7pm in the Parish Office at Helsby Community Sports Club for transaction of the undermentioned business.**

**The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.**

Yours sincerely,

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

## **AGENDA**

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To receive apologies for absence; apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the previous meeting held on 9<sup>th</sup> January 2023.
5. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
6. Review of grants and earmarked reserves carried forward from 2021/22 and also provided for, received and spent in the current fiscal year 2022/23 – see attached report.
7. Review of Financial Regulations – no amendments are proposed.
8. Review of Asset Register – as attached.

9. Review of Insurance Schedule – copy of last year’s policy attached.
10. Review of Risk Assessment – see attached CiLCA report.
11. Review of Section 106 money available for Helsby – see attached report.
12. To consider outsourcing the council’s payroll service – see attached report.
13. To consider the annual renewal of the insurance policy for Helsby Community Centre with Community First at a cost of £527.70.
14. Review of Investment Programme
  - Co-Operative Bank – Business Select Instant Access Account - £76,585.98. Interest at a variable rate of 1.28% gross AER, paid twice a year in April and October.
  - Monmouthshire Building Society Corporate Bonus 90 £78,478.84. Interest at a variable rate of 0.90% gross AER, paid once per year in March.
  - Nat West Business Reserve Account – £25,400.42. 1% gross AER, paid monthly.
  - Nationwide Business Instant Saver Account - £40,000.00. Interest at a variable rate of 0.35% AER/gross, paid annually in April.
15. Annual Audit and Annual Return of the Council’s accounts for Financial Year ending 31<sup>st</sup> March 2023.
  - 15.1. Internal Audit to be undertaken by JDH Businesses Services – submission in April.
  - 15.2. External Audit – to be audited by PKF Littlejohn. Default submission deadline is 3/7/23.
16. Bank Reconciliation and Financial Report for 31<sup>st</sup> March 2023 – to be circulated at the meeting.
17. Review of Bank Direct Debits and Standing Orders
  - Scottish Power (monthly DD for electricity charge Helsby Community Centre)
  - Water Plus (monthly DD for wastewater charge Helsby Community Centre)
  - BT (monthly DD for rental, phone and broadband)
  - NEST (monthly DD employee/employer pension contribution)
  - Information Commissioner’s Officer (annual DD for registration fee)

To note: final payment to Siemens (quarterly DD for photocopier rental and annual Lease Agreement fees) made in January 2023.
18. Date of the next meeting – to be confirmed.

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

Core members of this committee are: Cllrs. O’Neill, Gardner, Temple, Branigan and Duffy