



Helsby Parish Council

11th June 2024

To: Members of the Finance Committee

You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on Monday 17th June 2024 at 7.00pm 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. Election of Chair.
2. Election of Vice Chair.
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 8th April 2024.
7. Matters arising from the previous meeting not covered elsewhere in the agenda.
8. Review of grants and earmarked reserves carried forward from 2023/24 and also provided for, received and spent in the current fiscal year (see attached table).

9. Review of Investment Programme (Financial Services Compensation Scheme remains at £85,000 per banking group) as follows (see also accompanying report for other investment opportunities):
 - Co-Operative Bank Business Select Account - £78,109.12 as at 11 June 2024
 - Monmouthshire Building Society Corporate Bonus 90 - £80,307.61 as at 11 June 2024
 - Nat West Business Reserve - £116,553.17 as at 11 June 2024
 - Nat West Current Account - £36,473.15 as at 11 June 2024
 - Nationwide Instant Access - £40,000 as at 11 June 2024
10. Annual Audit – To consider the internal auditor’s recommendations for the year ending 31st March 2024:
 - 10.1 The Audit Report had one recommendation for 2023/24 as follows:
 - 10.1.1 ISSUE – The payroll agent is notified of changes to pay rates by an e-mail from the Clerk. RECOMMENDATION – The Chair should be copied into e-mails to the payroll agent notifying them of changes to pay rates.
 - 10.2 External Audit – To note that the Annual Audit was sent to PKF Littlejohn on 15th May (in advance of the deadline of 1 July 2024). 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 2023/24 have been displayed on www.helsbyparish.org.uk and the HPC noticeboard in accordance with the external auditor’s instructions.
11. Budget Analysis as at 11th June 2024 – as circulated.
12. Review of Section 106 money available.
13. Participatory Budgeting Event – to consider whether to hold an event during this financial year and if agreed, to decide on the amount of funds to allocate.
14. Bank account update.
15. Review of Financial Regulations (see revised draft version as based on NALC’s latest model document).
16. Review of other Policies – including Fixed Asset Policy and Internal Control Policy.
17. Urgent Matters (for information only).
18. Date of the next meeting – 23rd September 2024.

Grants and earmarked reserves for identified projects (as at 11th June 2024)

Particulars	c/f 2022-23 £	Provided 2023-24 £	Usage 2023-24 £	Balance 31.3.24 £	Provided 2024-25 £	Planned Usage 2024-25 £	Expected Balance 31.3.25 £
Future burial provision	31,147	4,105	0	35,252	7,900	0	43,152
Play area improvements/upgrades	32,000	9,000	0	41,000	9,000	0	50,000
Cemetery extension area design project	5,000	0	300	4,700	5,000	9,700	0
CIL payments	5,363	0	0	5,363	0	4,677 ^a	686
Wheelchair accessible roundabout	5,000	0	0	5,000	0	0	5,000
Average speed cameras	0	50,000	0	50,000	0	50,000	0
Helsby Community Centre maintenance	0	10,000	0	10,000	0	0	10,000
Parks Masterplan	0	20,000	0	20,000	0	0	20,000
Helsby News website	0	0	0	0	183	0	183
Public consultation	1,230	0	1,230	0	0	0	0
Sherwood Court projects	10,000	813	10,813	0	0	0	0
Queens Platinum Jubilee	606	0	606	0	0	0	0
Neighbourhood Pride grant	3,925	0	3,925	0	0	0	0
Cemetery garage roof	7,500	0	7,500	0	0	0	0
S106 Parish Field Reclaim	-2,318	2318	0	0	0	0	0
CW&C Covid HPC	113	0	113	0	0	0	0
TOTAL EARMARKED AND GRANTS	99,566	96,236	24,487	171,315	22,083	64,377	129,021

^a possibly required for average speed camera costs (total cost of project is £54,677)