



# Helsby Parish Council

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17<sup>th</sup> September 2024

**To: Members of the Finance Committee**

You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on **Monday 23<sup>rd</sup> September 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. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any 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 17<sup>th</sup> June 2024.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda.
6. Review of grants and earmarked reserves carried forward from 2023/24 and also provided for, received and spent in the current fiscal year (see Appendix 1).
7. Budget Analysis as at 17<sup>th</sup> September 2024 (paper attached).

8. Review of Investment Programme (Financial Services Compensation Scheme remains at £85,000 per banking group) and to consider a proposal to open a savings account with CCLA (paper attached).
9. To note the completion of the Annual Audit for year ending 31<sup>st</sup> March 2024 (Notice of Conclusion of Audit papers attached).
10. To consider the use of earmarked reserves to progress the park masterplan and cemetery extension area projects through the PCA Committee.
11. Review of the Council's annual contracts (paper attached).
12. Review of Section 106 money available for Helsby (paper attached).
13. Review of the Council's asset register and Fixed Asset Policy.
14. To consider any amendments to the Business Plan 2023-2028 (as attached).
15. To consider a draft Internal Control Policy and Internal Financial Checklist (as attached).
16. Review of the Financial Regulations (paper attached).
17. Urgent Matters (for information only).
18. Date of the next meeting – 13<sup>th</sup> January 2025.

Following the meeting, the Clerk will run through a short demonstration of the Scribe Accounts system.

Core members of this committee are: Cllrs. O'Neill, Temple, Nicklin and Ellams.

Claire Jones – Parish Clerk

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**Appendix 1: Grants and earmarked reserves for identified projects (as at 17<sup>th</sup> September 2024)**

<b>Particulars</b>	<b>c/f 2022-23 £</b>	<b>Provided 2023-24 £</b>	<b>Usage 2023-24 £</b>	<b>Balance 31.3.24 £</b>	<b>Provided 2024-25 £</b>	<b>Planned Usage 2024-25 £</b>	<b>Expected Balance 31.3.25 £</b>
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 project	5,000	0	300	4,700	5,000	9,700	0
CIL payments	5,363	0	0	5,363	0	4,677 <sup>a</sup>	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
S106 Queens Drive allotments	0	0	0	0	1,236	1,236	0
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
<b>TOTAL EARMARKED AND GRANTS</b>	<b>99,566</b>	<b>96,236</b>	<b>24,487</b>	<b>171,315</b>	<b>23,319</b>	<b>65,613</b>	<b>129,021</b>

<sup>a</sup> possibly required for average speed camera costs (total cost of project is £54,677)