



# Helsby Parish Council

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**2<sup>nd</sup> January 2024**

**To: Members of the Finance Committee**

**You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on Monday 8<sup>th</sup> January 2024 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 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 26<sup>th</sup> September 2023.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda (for information only).
6. Review of Investment Programme as follows:
  - Co-Operative Bank – Business Select Account - **£77,477.89** as at 2 January 2024.
  - Monmouthshire Building Society – Corporate Bonus 90 (Annual) **£79,228.69** as at 2 January 2024.

- Nat West Business Reserve **£76,088.25** as at 2 January 2024.
- Nat West Current Account **£26,042.67** as at 2 January 2024.
- Nationwide Business Savings Instant Access Account **£40,000.00** as at 2 January 2024.

7. To receive the budget calculations for the ensuing fiscal year 2024/25 from the following committees:

	<u>2023/24</u>	<u>2024/25</u>
Environment	£33,100	<b>£30,797<sup>a</sup></b>
Parks, Cemetery & Allotments	£40,405	<b>£45,440<sup>b</sup></b>

Notes:

<sup>a</sup> Slight reduction in total budget – no funds allocated to Village Awards (Code 224), £2,000 reduction in Street Furniture (Code 230) and Average Speed Camera funds moved into Earmarked Reserves (Code 226). £4,500 increase in Christmas Illuminations (Code 228) to cover some new displays in 2024/25.

<sup>b</sup> Slight increase in budget mainly due to anticipated costs in inflation across most cost codes (5%) and an increase in budget for future burial provision (Code 502) as now saving 100% rather than 50% of cemetery income.

**A full breakdown of figures is included in the attached Budget Report (Justification of the Precept Request for the Financial Year 2024/25).**

8. To discuss the Finance Committee budget for the year 2023/24 and for the forthcoming fiscal year 2024/25 (see attached budget spreadsheet and Supporting Paper 1).
9. Review of Earmarked Reserves and Grants (see Supporting Paper 2). As requested by the Environment Committee, to consider adding £45,000 to earmarked reserves for the average speed camera pilot project (£5,000 from Code 226 and £40,000 from general reserves). As requested by the PCA Committee, to consider creating a new £20,000 earmarked reserve fund for a park masterplan project consisting of remaining reserves from the cemetery garage roof project (£5,791.67) along with £14,208.33 taken from general reserves.
10. To set the precept request for the approval of Full Council. The number of Band D equivalents after taking account of discounts and exemptions for 2024/25 is 2096.8 (previous year was 2,125.8).

**Example 1: Maintaining the same Band D precept charge as 2023/24**

The Band D precept charge for Helsby Parish Council in 2023/24 was £49.32. If you want this charge to be the same in 2024/25, you will need to request a precept of **£103,414**.

**Example 2: Requesting a Band D precept charge of £52.00 in 2024/25**

This would equate to a payment of £1 per week for Band D equivalents (an increase of 5.4%). A budget for expenditure has been calculated as £151,120 in 2024/25 and receipts are predicted as £147,255. A £52.00 charge would equate to a precept

request of **£109,040** (an increase of 4%). The remaining the shortfall of £3,865, could be covered by general reserves.

11. To receive a report on the clerk's incorrect pension deductions since 2020/21 and details in relation to the repayment of tax to HMRC.
12. To note adjustments to the 2022 and 2023 asset registers showing a deduction in any incorrect VAT (£196,052.09 and £222,942.64 respectively).
13. To consider the following new policies: Credit Management, Reserves, Internal Control, Community Grants and Anti-Fraud and Corruption.
14. To discuss any urgent matters requiring immediate attention – for info only.
15. Date of next meeting – Monday 8<sup>th</sup> April 2024.

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