



Helsby Parish Council

13th June 2023

To: Members of the Finance Committee

You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on Monday 19th June 2023 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 Chairman.
2. Election of Vice Chairman.
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 3rd April 2023.
7. Matters arising from the previous meeting not covered elsewhere in the agenda.
8. Review of grants and earmarked reserves carried forward from 2022/23 and also provided for, received and spent in the current fiscal year (see Appendix 1).

9. Review of Investment Programme (Financial Services Compensation Scheme remains at £85,000 per banking group) as follows:
 - Co-Operative Bank Business Select Account - £76,930.29 as at 13 June 2023
 - Monmouthshire Building Society Corporate Bonus 90 - £79,228.69 as at 13 June 2023
 - Nat West Business Reserve - £75,480.25 as at 13 June 2023
 - Nat West Current Account - £75,313.13 as at 13 June 2023
 - Nationwide Instant Access - £40,000 as at 13 June 2023
10. Annual Audit – To consider the internal auditor’s recommendations for the year ending 31st March 2023:
 - 10.1 The Audit Report had two recommendations for 2022/23 and one outstanding issue as noted in the previous two audits as follows:
 - 10.1.1 ISSUE – Assets have been added to the asset register at the purchase cost inclusive of VAT. RECOMMENDATION – *VAT should be excluded from the value of assets in the asset register.*
 - 10.1.2 ISSUE – A review of staff costs identified that pension deductions had been incorrectly made under a net pay arrangement resulting in an underpayment of tax. The Council are using a payroll agent for 23/24 who will be correcting this and ensuring that the pension deductions are made correctly. RECOMMENDATION – *This will be followed up in 23/24 internal audit to ensure this has been corrected.*
 - 10.1.3 OUTSTANDING ISSUE FROM 2020/21 and 2021/22 – The Council’s general reserve as at 31/3/23 is in excess of 12 months Net Revenue Expenditure (Net Revenue Expenditure is effectively Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves). Recommendation – *the Council should review their general reserves and consider whether they are being retained for ear-marked schemes.*
 - 10.2 External Audit – To note that the Annual Audit was sent to PKF Littlejohn on 8th June (in advance of the deadline of 1 July 2023). 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 2022/23 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 13th June 2023 – as circulated, along with a revised cost code report.
12. Review of Section 106 money available.
13. Participatory Budgeting Event – to consider whether to hold an event this year and if agreed, to decide on the amount of funds to allocate.
14. Finance Software Subscription – to consider continuing the Council’s subscription with Scribe (this was taken out on a one-year trial basis during 2022).
15. Current bank account review.
16. To consider a new direct debit payment with Grenke Leasing Ltd for the photocopier contract. This includes an annual documentation fee of £144 and two annual lease payments of £108.

17. Policy review – to include Fixed Asset Policy, Business Plan 2018-2023, Financial Regulations and Risk Assessment. Also to consider new policies - Reserves Policy, Community Grants Policy, Internal Control Policy, Anti-Fraud and Corruption Policy and Credit Management Policy.
18. Urgent Matters (for information only).
19. Date of the next meeting – 25th September 2023.

APPENDIX 1: Grants and earmarked reserves for identified projects (as at 13th June 2023)

Particulars	c/f 2021-22 £	Provided 2022-23 £	Usage 2022-23 £	Balance 31.3.23 £	Provided 2023-24 £	Planned Usage 2023-24 £	Expected Balance 31.3.24 £
Future burial provision	27,514	3,633	0	31,147	4,105	0	35,252
Play area improvements/upgrades	24,000	8,000	0	32,000	9,000	0	41,000
Public consultation	2,000	0	770	1,230	0	1,230	0
Sherwood Court projects	10,000	0	0	10,000	0	10,000	0
Queens Platinum Jubilee	10,000	0	9,394	606 ^a	0	606	0
Cemetery extension area design project	0	5,000	0	5,000	0	5,000	0
CIL payments	0	5,364	0	5,364	0	0	5,364
Cemetery garage roof	0	7,500	0	7,500	0	7,500	0
Wheelchair accessible roundabout	0	5,000	0	5,000	0	5,000	0
Average speed cameras	0	0	0	0	5,000	0	5,000
Helsby Community Centre maintenance	0	0	0	0	10,000	0	10,000
CW&C Covid HPC	888	0	775	113	0	113	0
Arts Council - Helsby Art of Here	1,582	1,100	2,682	0	0	0	0
CW&C Members Budget table tennis table	500	0	500	0	0	0	0
S106 reclaim - Helsby Art of Here	0	5,331	5,331	0	0	0	0
S106 reclaim - parish field lighting	0	11,590	11,590	0	0	0	0
Protos grant for CCTV	0	4,000	4,000	0	0	0	0
CW&C Members Budget defibrillator	0	1,500	1,500	0	0	0	0
CW&C Neighbourhood Pride grant	0	3,925	0	3,925	0	3,925	0
TOTAL EARMARKED AND GRANTS	76,484	61,943	36,542	101,885	28,105	33,374	96,616

^a £10 less than reported previously due to VAT reclaim amendment