

# Helsby Parish Council

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## Minutes of the Finance Committee meeting held at 7pm on 1<sup>st</sup> April 2019 in the Committee Room

### Present

Cllr. Terry O'Neill – Chairman  
Cllr. Stuart Hulse – Vice-Chairman  
Cllr. Chris Ellams  
Cllr. Peter Duffy  
Cllr. Alan Gardner  
Cllr. Sarah Temple

1. Public Air Time. Proposed by Cllr. Gardner, seconded by Cllr. Hulse and **RESOLVED that the meeting be suspended for public participation – F09/19.** There being no matters brought to the committee's attention it was proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that Public Air Time be closed and the meeting reconvened – F10/19.**
2. To receive apologies for absence – none.
3. To receive request for dispensation or to note declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011 – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the minutes of the Finance Committee meeting held on 7<sup>th</sup> January 2019 be accepted as accurate and signed by the Chairman – F11/19.**
5. Matters arising from the previous meeting.
  - 5.1 5-Year Business Plan. Now that the figures were in for the year, Cllr. O'Neill would update the 5-Year Plan. Cllr. Temple would draft figures for the Plan in relation to starting up a reserve fund to replace the heavy outdoor play equipment. The Plan was a rolling programme if every year we add a year on and change the contents – duly noted.

6. The Committee reviewed grants and earmarked reserves. See table below: -

**Grants and earmarked reserves for identified projects as follows:**

Particulars	c/f 2017-18 £	Provided 2018/19 £	Planned Usage 2018-19 £	Released 2018-19 £	Balance 31.03.19 £	Provided 2019-20 £	Planned Usage 2019-20 £	Expected Balance 31.03.20 £
<b>Specified Earmarked Reserves</b>								
Provision for Comm Sports Club support	80,000	8,000	0	0	88,000	12,000	0	100,000 <sup>(c)</sup>
Future burial provision	18,000	925	0	0	18,925	3,566 <sup>(b)</sup>	0	22,491
CWAC – new homes bonus	11,132	-8,000	3,132 <sup>(a)</sup>	0	0	0	0	0
Budget heading 226R – Soft Safety Surface	0	8,000	8,000	0	0	8,000	0	8,000
<b>Grants</b>	0	2,000	2,000	0	0	0	0	0
Marshes Community Benefit Fund	0	27,046	27,046	0	0	0	0	0
CW&C – S106 money for pathway project Same – 2 <sup>nd</sup> application	0	1,740	1,740	0	0	0	0	0
<b>Total:</b>	<b>£109,132</b>	<b>£39,711</b>	<b>£41,918</b>	<b>0</b>	<b>£106,925</b>	<b>£23,566</b>	<b>£0</b>	<b>£130,491</b>
<b>Total earmarked reserves balance at 31<sup>st</sup> March 2019</b>					<b>£106,925</b>	<b>Expected balance 31<sup>st</sup> March 2020</b>		<b>£130,491</b>

- a) Paid out £1,340 balance for the purchase / installation defibrillators & £1,792 creation of footpath access Hornsmill School.
- b) 50% of burial income from 2017/18 placed into reserve.
- c) The Parish Council will need to make a decision about the usage of this reserve. The Clerk was doing a draft paper on Helsby Community Sports Club and a New Parish Office “Value for Money and Risk Considerations” when finished, would be placed before the Parish Council before any of the £100,000 could be released. Cllr. O’Neill informed the Committee that the Club would have a better idea, where the grant could be spent, when the tender bids were known.

**General Reserves**

	c/f 2017-18 £	Planned Usage 2018-19 £	Released 2018-19 £	Balan ce 31.03 .19 £	Provided 2019-20 £	Planned Usage 2019-20 £	Expected Balance 31.03.20 £
Reserves not earmarked	£55,305	0	0	£64 ,738	0	£356	£65,094
Earmarked reserves	£109,132	£41,918	0	£10 6,92 5	£23,566	£0	£130,491

The Clerk was satisfied that the reserves had increased over the year. Ideally, the Parish Council needed 50% of working capital (estimated to be in the region of £75K) as a reserve fund and the members were mindful of this. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept the Grants and Earmarked Reserves figures going forward to 31<sup>st</sup> March 2020 – F12/19.**

7. Review of Financial Regulation. Item 11.1 accords with instructions received from the internal auditor for 31 03 18 to consider raising de-minimus which was approved by the Parish Council. Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council be RECOMMENDED to accept the following changes to its Financial Regulations: -  
Page 8 Item 14.3 Remove 'Eccies' replace with 'RSK'  
Page 8 add a new line 'Item 14.5 Lease Agreements, pertaining to land leased by the Parish Council, shall be held by the Responsible Finance Officer - F13/19.**
8. Review of Assets Register. To identify the new items purchased in the year, the Clerk had printed the date in blue ink. Proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept the Asset Register as at 31<sup>st</sup> March 2019 detailing £192,224.15 being the total value of assets held – F14/19.**
9. Review of Insurance Schedule. The Clerk had cancelled the insurance for the Eccies, when the lease was signed with RSK, resulting in a £246 refund. Everything else remained unchanged – duly noted.
10. Review of Risk Assessment. The Parish Council had taken on the risk associated with General Data Protection and this was added to the

document. Proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept the amendments and addition to the Risk Assessment – F15/19.**

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11. Review of Section 106 money available for Helsby. Cllr. O'Neill reported that the way money was allocated should change when the new 'Community Infrastructure Levy' comes in. Because the Parish Council has a 'made' Neighbourhood Plan, we will be entitled to 25% of CIL. This will be for the benefit of the community and we should have more say in where the money goes. Cllr. Temple commented that S106 money is available for specific expenditure but we simply haven't got the open spaces or enough children's play area with which to identify schemes for spending the money. Cllr. O'Neill suggested using S106 for replacing safety surface and large play equipment when it wears out. The Parish Council needs to look out for land that can be used to create outdoor cycleways. Cllr. Duffy gave a brief on where Cycle North Cheshire was up to. The Marshes was a suitable quiet traffic area but, if smooth lanes were created for cycleways, that would encourage inappropriate traffic movements which would create problems.
  
12. Review of Investment Programme  
Very few financial institutions are offering interest bearing accounts for multiple signature incorporated bodies. However, the Parish Council is mindful that its funds must be protected and placed in low-risk accounts therefore, the funds are split amongst the following accounts – duly noted:
  - a) Co-Operative Bank – Business Select Account - £75,870.28. Interest increased from 0.03% Gross to 0.37% Gross effective from 29<sup>th</sup> Oct 18.
  - b) Monmouthshire Building Society Corporate Bonus 90 (interest calculated on 31<sup>st</sup> March) £76,096.06. Now 0.05% + bonus of 0.5% if all conditions are met.
  - c) Nat West Business Reserve – £15,019.22.
  
13. Annual Audit and Annual Return of the Council's accounts for Financial Year ending 31<sup>st</sup> March 2019.
  - a) Internal Audit will be undertaken by JDH Businesses Services on 18<sup>th</sup> April 2019 – duly noted.
  - b) External Audit – Cheshire's accounts will be audited by PKF Littlejohn LLP, SBA Team of 1 Westferry Circus, Canary Wharf LONDON E14 4HD. All documents, pertaining to external audit, will be accessed electronically. PKF have called Cheshire's account in on 1<sup>st</sup> July 2019 which should be achievable for the Parish Council – duly noted.
  
14. Balance Sheet for Year Ending 31<sup>st</sup> March 2019 and Appendix A. It was agreed to move the Lease with RSK to top of Page 4. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council be RECOMMENDED to accept the Balance Sheet with Attachment A for Year Ending 31<sup>st</sup> March 2019 – F16/19.**

15. Urgent Matters – none reported.

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16. Review of Bank Direct Debits / Standing Order. The Parish Council currently pay a)-f) by Direct Debit and g) by Standing Order: -

- a) Siemens – quarterly Direct Debit for photocopier rental and annual Lease Agreement fees
- b) Scottish Power – monthly Direct Debit for electricity charge Helsby Community Centre
- c) Water Plus – monthly Direct Debit for waste water charge - same
- d) BT – monthly Direct Debit for rental, phone and broadband
- e) NEST – monthly employee / employer pension contribution
- f) Information Commissioner’s Officer – annual registration fee
- g) Arndale Transport – monthly office rent.

Proposed by Cllr. Duffy, seconded by Cllr. Hulse and **RESOLVED that the Parish Council be RECOMMENDED to continue paying regular payments and utilities by Direct Debit and Standing Order as an efficient and acceptable method of payment – F17/19.**

17. Date of the next meeting – to be advised.

The meeting closed at 7.35pm

Chairman’s signature..... Dated.....

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