



HELSEBY PARISH COUNCIL

1st April 2025

To: Members of the Finance Committee

You are hereby summoned to attend a Finance Committee meeting of Helsby Parish Council on Monday 7th April 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 receive 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 13th January 2025.
5. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
6. Review of grants and earmarked reserves carried forward from 2023/24 and also provided for, received and spent in the current fiscal year 2024/25 – see attached report.
7. To discuss the Bank Reconciliation, Budget Report and Financial Report up to 31st March 2025.
8. Review of Financial Regulations – to be amended in alignment with changes to NALC's Model Financial Regulations for England and Wales dated 5th March 2025.

9. Review of the Internal Control Policy and to consider proposed amendments made by the Policy and Procedures Committee in relation to the policy table and the Finance Committee section of the Standing Orders.
10. Review of Asset Register – as attached.
11. Review of Insurance Schedule – copy of last year’s policy attached.
12. Review of Section 106 money available for Helsby – see attached report.
13. To approve the annual renewal of the insurance policy for Helsby Community Centre with Community First at a cost of £570.46 (payment made in accordance with Financial Regulation 5.14).
14. Review of Investment Programme
 - Unity Instant Access - £18,556.45. Interest at a variable rate of 2.27% gross AER, paid quarterly in March, June, September and December.
 - Nationwide Business Instant Saver Account - £80,000. Interest at a variable rate of 2.00% AER/gross, paid annually in March.
 - CCLA Public Sector Deposit Fund - £80,000. Interest at a variable rate of 4.57% AEY/gross, paid monthly.
15. Annual Audit and Annual Return of the Council’s accounts for Financial Year ending 31st March 2025.
 - 15.1. Internal Audit – to approve the appointment of JDH Business Services to carry out the council’s internal audit for submission in April.
 - 15.2. External Audit – to be audited by PKF Littlejohn. Default submission deadline is 1/7/25.
16. Review of Bank Direct Debits and Standing Orders
 - Scottish Power (monthly DD for electricity charge Helsby Community Centre)
 - Water Plus (monthly DD for wastewater charge Helsby Community Centre)
 - BT (monthly DD for rental, phone and broadband)
 - NEST (monthly DD employee/employer pension contribution)
 - Information Commissioner’s Officer (annual DD for registration fee)
 - Grenke Leasing (quarterly DD for office photocopier)
 - Lloyds Bank (Unity Corporate Multipay Card)
17. Date of the next meeting – Monday 16th June 2025.

Email: clerk@helsbyparishcouncil.gov.uk Phone: (01928) 726433

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