



Darnhall Parish Council



MINUTES OF THE MEETING OF DARNHALL PARISH COUNCIL FINANCE COMMITTEE HELD REMOTELY ON TUESDAY 8TH DECEMBER 2020 AT 7:30PM

PRESENT: Cllrs M Sherry, R Strachan and R Lee
Dr M Bailey (Interim Clerk)

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

No declarations of interest were noted

3. MINUTES – 6TH OCTOBER 2020

The minutes from the Finance Committee meeting held on 6th October 2020 were approved by Members.

4. MATTERS ARISING

There were no matters arising from the minutes.

5. ISSUES TO BE CONSIDERED

The following issues were considered by the Committee: -

- *Ledgers (1.4.20-31.10.20 and 1.4.20-30.11.20)*
The above ledgers were noted by the Committee.
- *Budget Setting 2021-22*
The Committee considered the following items relating to setting a budget for the 2021-22 financial year: -
 - Level/Use of Reserves
 - Areas for budget increases
 - Areas for budget reductions
 - New areas of expenditure/income
 - Level of precept

The Committee considered these items and made the following recommendations: -

- Level/Use of Reserves
 - To identify a General Reserve of £6,000 to be kept in the NW current account (as per now) - if the precept remains the same, this represents 92% of the precept level
 - To transfer any additional monies above this sum to the Barclays current account at the end of the 2020-21 financial year

- To allocate £10,000 to a VH Maintenance/Repair fund and to keep this in the BB current account
- To allocate any remaining funds (likely to be around £5,000 based on these figures) to the BB deposit account for insurance changes/improvements to the VH
- Areas for budget increase
 - To increase 'salaries' from £2,000.00 to £4,500.00 (to recognise pay increase for Village Hall caretaker from £1,000.00 to £2,500.00)
 - To increase budget for ChALC subscription from £65.00 to £120.00
- Areas for budget reductions/Income increases
 - To decrease budget for payroll services from £470.00 to £210.00
 - To decrease budget for Internal Audit from £500.00 to £400.00
 - To decrease budget for insurance from £500.00 to £450.00
 - To decrease budget for Village Hall expenditure from £6,500.00 to £6,000.00
 - To increase income budget for Village Hall from £3,000.00 to £3,500.00
 - To decrease budget for website from £1,000.00 to £300.00
 - To decrease budget for newsletter from £200.00 to £150.00
 - To use £3,000.00 from reserves to limit precept increase
- New areas of expenditure/income
 - No new areas of expenditure/income were identified
- Level of precept
 - To recommend a precept of £7,000.00 for the Parish Council

Overall, the Finance Committee recommended the following resolution for Darnhall Parish Council at its meeting on 19th January 2021.

- a) That a budget of **£6,720.00** be approved; and
- b) That the Clerk be authorised to request a precept of **£7,000.00** from CWAC

- *Funding*
The Committee considered ChALC guidance on funding and agreed to pursue funding to enhance broadband provision in the area of the Village Hall
- *Petty Cash*
The Committee approved a policy whereby Members and the Clerk can access small amounts of funds for cash purchases. A float of £100 will be kept in place for this purpose and any spend will be recorded as per the policy.
- *Purchase Order*
The Committee agreed to obtain a purchase order book and to post a form on the website for Members to request the purchase of item(s) over £20.00 in value.

- *Village Hall Issues*
The Committee considered financial issues relating to the Village Hall and also approved a budget for the Village Hall for 2021-22 of £6,000 (payments)/£3,500 (receipts)/£2,500 (net).
- *Strategic Plan*
It was agreed that RS would send the latest version of the Plan around to Members for comments and amendments.
- *Bank Mandates*
The Committee approved the following changes for the NatWest account: -

That name 'Helen Moss' be replaced by the name 'Mark Bailey' on the bank mandate.

Based on the above, it was **RESOLVED** that the authorised signatories in the current mandate for the NatWest current account, be changed in accordance with the section on Authorised Signatories and that the current mandate will continue as amended.

The Committee also noted that a change to the bank mandate for the other Parish Council bank accounts (held with Barclays Bank) had been requested by the interim Clerk and paperwork had been completed with the bank.

- *Online Banking*
The Committee agreed that all Council bank accounts should be accessible online.

6. ANY OTHER BUSINESS

The following areas of other business were raised: -

- Village Hall – RL requested that the Council purchase a floor polisher for the Village Hall – RL to provide details.

7. DATE OF NEXT MEETING

Members agreed to the date of the next Finance Committee meeting as Wednesday 10th March 2021 at 7.30pm.

Meeting closed at 21:05

Chair