

ST CUTHBERT (OUT) PARISH COUNCIL
MINUTES OF THE MEETING
OF THE FINANCE & SCRUTINY COMMITTEE
ON WEDNESDAY 16TH NOVEMBER 2022, 2PM

PRESENT: Cllrs J M Cooke; M Hayden; Reeves; K Sullivan.
(Cllrs Reeves and Sullivan were co-opted onto the meeting)

IN ATTENDANCE: Ms Michele Exton (Parish Clerk).

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs Baker, Danson & Pettitt.

RESOLVED: To approve the reasons given for Members' absence.

02. DECLARATIONS OF INTEREST

02.01. Cllrs Cooke and Sullivan declared a PERSONAL interest in item 06 (Wells Christian Vineyard Fellowship Charity).

02.02. There were no requests for dispensations for disclosable pecuniary interests.

02.03. There were no requests for dispensation.

03. EXCLUSION OF THE PRESS AND PUBLIC

There were no items for exclusion.

04. PUBLIC QUESTION TIME

There were no Members of the Public present.

05. MINUTES OF THE FINANCE & SCRUTINY COMMITTEE HELD ON WEDNESDAY 24TH AUGUST 2022

RESOLVED: To confirm and sign as correct record the minutes of the Finance & Scrutiny Committee held on Wednesday 24th August 2022.

06. GRANT APPLICATIONS

The Committee considered grant applications from the following:

- Wells Christian Vineyard Fellowship Charity.
- Potential Warm Space grants – the Clerk updated the Committee that the churches and village halls within the Parish had been contacted. Coxley Christ Church and St Paul's Church in Easton are investigating whether they can provide a Warm Space and will come back to the Council.

RESOLVED: To approve a grant of £1,000 to Wells Christian Vineyard Fellowship Charity with the caveat that the grant may only be used to assist with the costs of their local food bank provision.

07. ACCOUNTS 2021/22

The Clerk presented the External Auditor's report which specified that in their opinion, the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirement had not been met. The Committee accepted the report and thanked the Clerk/RFO for her work in producing the year end accounts.

08. REVIEW BUDGET AND SPEND TO DATE (2022/23)

The Committee reviewed the 2022/23 budget and spend (first 6 months) and scrutinised listed items. The Clerk reported that the VAT Return Qtr 2 2022/23 had been submitted.

RESOLVED: To recommend to Full Council to approve the budget and spend for the first 6 months 2022/23.

RESOLVED: To recommend to Full Council to approve the staff's hourly rate is backdated from 01/04/22 as detailed in NALC's E02 -22 | 2022-23.

09. BUDGET 2023/24

The Committee considered further possible budget headings and amounts for the annual budget proposals including the recommendations of the Staffing Committee 17th October 2022 (including an extra staff post) and the recommended proposed budget submitted by the Asset Management Committee 19th October 2022 for the Financial Year 2023/24 to recommend to Full Council.

RESOLVED: To provisionally agree the proposed 2023/24 draft budget amendments as follows: Car Allowance (Members) (to include weekly play area inspections) £450; Election Costs £0, Employment Costs £86,456 (Salaries £73,428, HMRC Payments £5,688, Pension Contributions £7,340); Environmental Initiatives £0; Grit Salt £0; Heritage Signs £0; Neighbourhood Plan £0; Newsletters £0; Noticeboards £0; Office Allowance £624; Parish Event £1,500; Phone Boxes £0; Rights of Way £0; 67 Bus (to be renamed "Bus Services") £1,830; School Crossing Patrol Grant £2,500; Street Furniture £3,000; Special Projects (to be renamed "Council Storage") £1,000; The Leat £0; Training £1,000; all other budgets to increase by between 10% to 15% to be reviewed at the next Finance & Scrutiny Committee on 14th December 2022.

RESOLVED: To approve the recommendation of the Staffing Committee 17th October 2022 to Full Council to approve the Deputy Parish Clerk's annual increment from 1st April 2023 as SP21 as detailed in NALC's E02-22 | 2022-23 (dated 2nd November 2022) and shown on the draft Salary Schedule 2023/24.

RESOLVED: To approve the recommendation of the Staffing Committee 17th October 2022 to Full Council to approve the Parish Clerk's annual increment from 1st April 2023 as SP30 as detailed in NALC's E02-22 | 2022-23 National Salary Award (dated 2nd November 2022) and shown on the draft Salary Schedule 2023/24.

10. MARKED RESERVES

The Committee reviewed the Council's Marked Reserves.

RESOLVED: To provisionally suggest to Full Council to add the following to the Council's Marked Reserves; Election Costs £13,200; Environmental Initiatives £3,000; Heritage Signs £3,120; Neighbourhood Plan £531; Phone Boxes £1,020; Rights of Way £1,000; 67 Bus Service (to be renamed "Bus Services") £1,664; School Crossing Patrol £2,000; Street Furniture (bus shelter refurbishments) £3,000; The Leat £3,000; Special Projects (to be renamed "Council Storage") £2,500.

11. REVIEW OF STATEMENT OF APPROVED DIRECT DEBIT AND STANDING ORDER PAYMENTS

The Committee reviewed the statements listing approved direct debit and standing order payments for agreed services.

RESOLVED: To recommend to Full Council to approve the statements listing approved direct debits and standing orders for agreed services.

12. REVIEW OF BANKING ARRANGEMENTS

The Committee considered the current banking arrangements for safety and efficiency.

The Clerk reported that the original monthly bank statements and reconciliations are shown at each Full Council meeting and signed as evidence of verification by the Appointed

Member. The Chairman is able to access all bank statements online and receives hard copies of the monthly bank statements from the bank. The Clerk presented a hard copy of the bank mandate which identified the Cllrs who are authorised signatories and the Cllrs who have internet access and authority.

RESOLVED: To recommend to Full Council to approve the current banking delegated access and permissions.

RESOLVED: To recommend to Full Council to approve the use of BACS for payments.

13. DATE AND VENUE OF NEXT MEETING

5pm on 14th December 2022 in the meeting room at Coxley Memorial Hall, BA5 1QZ.