

**ST CUTHBERT (OUT) PARISH COUNCIL
MINUTES OF THE MEETING
OF THE FINANCE & SCRUTINY COMMITTEE
ON WEDNESDAY 17TH NOVEMBER 2021, 7PM**

PRESENT: Cllrs M Hayden; J Reeves; C Wride. Cllr G Pettitt arrived at 8.18pm.

RESOLVED: To elect Cllr Hayden to be the Chairman for the meeting.

IN ATTENDANCE: 1 Member of the Public; Ms Michele Exton (Parish Clerk).

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were no apologies.

02. DECLARATIONS OF INTEREST

02.01. There were no declarations of interest.

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

RESOLVED: To exclude the Press and Public from items 10 and 11 for data protection reasons.

04. PUBLIC QUESTION TIME

A Member of the Public presented the grant application for Dinder Village under item 06.

05. MINUTES OF THE FINANCE & SCRUTINY COMMITTEE HELD ON WEDNESDAY 25TH AUGUST 2021

RESOLVED: To confirm and sign as correct record the minutes of the Finance & Scrutiny Committee held on Wednesday 25th August 2021.

06. GRANT APPLICATIONS

The Committee considered grant applications from the following:

- Horrington Primary School.
- Dinder Village.

RESOLVED: To recommend to Full Council to approve a grant of £1,500 to Horrington Primary School towards the costs of funding a school crossing patrol.

RESOLVED: To approve a grant of £694.80 to Dinder Village to purchase a village noticeboard, with the caveat that the grant given shall not be used for any expenditure for or on behalf of Dinder Village Hall (who are solely acting as facilitators for the receipt of this grant) and that evidence of the cost for the new noticeboard is to be provided to the Council within 60 days of the grant being paid.

07. REVIEW CURRENT BUDGET AND SPEND TO DATE (2021/22)

The Committee reviewed the current year's budget and spend to date (first 6 months) and scrutinised listed items.

RESOLVED: To recommend to Full Council to approve the current budget and spend to date (first 6 months) 2021/22.

08. BUDGET 2022/23

The Committee considered possible budget headings and amounts for the annual budget proposals including the proposed budget submitted by the Asset Management Committee, for the Financial Year 2022/23 to recommend to Full Council.

RESOLVED: To agree the proposed 2022/23 draft budget amendments as follows: Allotments Maintenance £4,550; Community SpeedWatch (CSW) to come under the Asset Management Committee's budget and include maintenance of the Council's SID £500; Employment (HMRC Payments £3,790, Pension Contributions £4,890, Salaries £48,900); Grit Salt £0; Ground Maintenance (to include £1,000 for the Triangle) £18,000; "Heritage Signs" (previously named "Fingerposts") £3,120; Office Allowance £600; Noticeboards £0; Office Equipment £625; Phone Boxes £1,020; Room Hire £1,120; "School Crossing Patrol Grant" (previously named "Lollipop Person") budget reinstated £2,000; Street Furniture £7,180; Training £1,800 (to include £900 Marked Reserves for Staff CPD Training).

RESOLVED: To recommend to Full Council that a 4% increase is added to all other budget items not listed above.

RESOLVED: To approve the recommendation of the Staffing Committee 18th October 2021 to approve the Parish Clerk's annual increment from 1st April 2022 as detailed in NALC's E01-20 2020-21 National Salary Award (dated 26th August 2020) and shown on the draft Salary Schedule 2022/23 (subject to the current negotiations of the National Salary Award review following NALC's recommendations which will be reviewed via email).

RESOLVED: To approve the recommendation of the Staffing Committee 18th October 2021 to approve the Deputy Parish Clerk's annual increment from 1st April 2022 as detailed in NALC's E01-20 2020-21 National Salary Award (dated 26th August 2020) and shown on the draft Salary Schedule 2022/23 (subject to the current negotiations of the National Salary Award review following NALC's recommendations which will be reviewed via email).

09. ACCOUNTS 2020/21

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.

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

The Committee reviewed a statement listing approved direct debit payments for agreed services.

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

11. 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 and 2 other Cllrs are able to access all bank statements online and the Chairman 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 full internet access and authority. The use of BACS for payments was reviewed.

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

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

12. DATE AND VENUE OF NEXT MEETING

15th December 2021 (starting 5pm).