

WINSTER PARISH COUNCIL FINANCE COMMITTEE

Clerk & Financial Officer Trisha Dale

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MINUTES OF COMMITTEE MEETING: 3rd March 2022, 7pm in the Burton Institute, Winster.

These minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Committee at the next Committee meeting.

Signed Chair of meeting

In attendance: Cllr. Hatfield (Chair); Cllr. Frederickson, Cllr. Brown, Cllr. Robinson, Cllr. Wood.

Also Present: Clerk/RFO Trisha Dale.

No.	Item
FC03/01/22	Apologies None this meeting
FC03/02/22	Declaration of Interests None this meeting.
FC03/03/22	Public Speaking None this meeting.
FC03/04/22	Members question to the Chair None this meeting.
FC03/05/22	Approval and Ratification of the Minutes of the previous meeting A: None this meeting. B: None this meeting.
FC03/06/22	Business Matters A: Clerk updated the committee on work completed to date, identifying all expenditure and income received since 1 st April 2021 – 28 th February 2022. All receipts and income are now logged within an accountancy workbook, with items and categories enabling access to cost and income on any venture to be recognised. All items, where documents available, are tagged to the appropriate dated minutes and filed alongside the relevant bank statement (where available). Clerk shared, prior to the meeting, an Excel accounts journal to aid understanding, and walked through this journal providing explanation, where needed. B: Clerk provided an annual, month-by-month balance sheet based on information available. Clerk walked council through, explaining the rationale of each line in the sheet. The summary of the relevant month will be included in agendas and minutes moving forward, once all documentation is available and all figures have been accounted. This exercise plus activities in agenda item 03/06/22 A. above identified missing documents. Mainly bank statements for periods June 2021 –

	<p>August 2021 (inclusive) and December 2021 to date. Cllr. S. Wood to contact the Bank of Scotland requesting the backdated statements.</p> <p>No document is available with regards to a settlement agreement, clerk to contact DDDC requesting documents. Some minor issues discovered, including underpayments and other small costs receipts, and Clerk is due to collect document files from a locum, who was in post between April – July 2021, with the assumption being that these receipts will be available.</p> <p>C: For ease, all expenses have been categorised into subheadings to assist with end of year accounts and to enable a quick search for income/costs against specific projects/ventures. Committee agreed with the categories and explanation.</p> <p>D: No other items were identified as needing to be captured under different headings or requirement of an additional journal.</p> <p>E: At this stage the committee felt, from a financial position, all had been covered in the work completed and had nothing more to add.</p> <p>F: The committee do not believe there are any significant invoices outstanding. Clerk raised the claim for reimbursement, Clerk cannot identify clearly the amount spend on mowing of the playing fields. Cllr. Robinson is aware that mowing has taken place and will investigate and update the Clerk, enabling the claiming of reimbursement from DDC.</p> <p>G: Apart from subscriptions/memberships identified in work carried out under agenda item 03/06/22 A, the Council are not aware of any additional items.</p> <p>FC03/07/22 The 2021/22 Three Year Forecast was discussed, Clerk to email the document to the committee. It was agreed that an exercise should be taken to look at elements of the plan, including costs and timescales, and what is needed in the short and long term. Each item was assigned to a Councillor.</p> <p>Open Spaces – Cllr. D. Robinson. Property – Cllr. D. Frederickson to speak with Cllr. A. Cooper to discuss maintenance and review conditions. Cemetery - Cllr. D. Frederickson.</p> <p>FC03/08/22 Earmarked reserve review deferred until the outcome of the Three-Year Forecast review. FC03/07/22.</p> <p>FC03/09/22 Cllr. D. Robinson cited that he would like to investigate those areas where a peppercorn rent applies. The council believe there may be other areas they are unaware of; a previous Councillor has offered to talk to the committee to share his knowledge and possibly be able to identify any items where the Committee/Council are unaware. Cllr. D. Frederickson to arrange.</p> <p>The Finance Committee, thanked the Clerk for all worked completed, they now feel confident in being able to move forward on firmer footings.</p>
	<p>The next Finance Committee Meeting will take place at TBC, at the Burton Institute, Winstar.</p>
	<p>Meeting closed at 7.55pm</p>

ADOPTED