

# WINSTER PARISH COUNCIL FINANCE COMMITTEE

Clerk & Financial Officer: Trisha Dale

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## MINUTES OF COMMITTEE MEETING: 20th June 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. Wood.

Also Present: Clerk/RFO Trisha Dale.

No.	Item																												
FC06/01/22	<b>Apologies</b> Received from Cllr. Robinson																												
FC06/02/22	<b>Declaration of Interests</b> None this meeting.																												
FC06/03/22	<b>Public Speaking</b> None this meeting.																												
FC06/04/22	<b>Members question to the Chair</b> None this meeting.																												
FC06/05/22	<b>Approval and Ratification of the Minutes of the previous meeting</b> A: The minutes of the previous Finance Committee meeting held on 3rd March 2022 were considered and approved (Prop DF. 2 <sup>nd</sup> SW, unan). B: There were no matters to discuss relating to the minutes of the previous meeting.																												
FC06/06/22	<b>Business Matters</b> A: Clerk updated the committee, having received a bank statement, on council finances from this financial year up to and including the 10 <sup>th</sup> June 2022, sharing the table below:  <table border="1"><thead><tr><th>CURRENT ACCOUNT BALANCE SHEET</th><th>DATES</th><th></th><th></th></tr></thead><tbody><tr><td></td><td>Apr-22</td><td>May-22</td><td>Jun-22</td></tr><tr><td>BALANCE BROUGHT FORWARD 01/04/2022</td><td>£28,747.95</td><td>£28,747.95</td><td>£28,747.95</td></tr><tr><td>TOTAL RECEIPTS</td><td>£19,082.00</td><td>£20,598.00</td><td>£21,025.00</td></tr><tr><td>TOTAL INCOME (Balance + receipts)</td><td>£47,829.95</td><td>£49,345.95</td><td>£49,772.95</td></tr><tr><td>TOTAL PAYMENTS</td><td>£3,242.72</td><td>£4,634.62</td><td>£7,286.54</td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	CURRENT ACCOUNT BALANCE SHEET	DATES				Apr-22	May-22	Jun-22	BALANCE BROUGHT FORWARD 01/04/2022	£28,747.95	£28,747.95	£28,747.95	TOTAL RECEIPTS	£19,082.00	£20,598.00	£21,025.00	TOTAL INCOME (Balance + receipts)	£47,829.95	£49,345.95	£49,772.95	TOTAL PAYMENTS	£3,242.72	£4,634.62	£7,286.54				
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CURRENT BALANCE (Income - Payments)	£44,587.23	£44,711.33	£42,486.41
ADD UNREPRESENTED CHEQUES	£621.47	£26.15	£2,012.09
LESS UNCLEARED PAYMENTS	£0.00	£896.00	£0.00
ACCOUNT BALANCE	£45,208.70	£43,841.48	£44,498.50
STATEMENT BALANCE as at 10 <sup>th</sup> June 2022	£45,208.70	£43,841.48	£44,498.50
BANK BALANCE AND ACCOUNT RECONCILE	£0.00	£0.00	£0.00

B: Future commitments for the current financial year and reserves were discussed and listed and compared to current financial position to paint a picture of the council's overall finances.

Committed Spend 2022/23	
Clerk	£ 5,000.00
Warden	£ 5,000.00
Management Plan	£ 8,000.00
Payroll	£ 140.00
Room hire	£ 450.00
Utilities	£ 500.00
cleaning	£ 1,000.00
RoSPA inspection - including Gym	£ 200.00
Misc.	£ 200.00
Total	£ 20,490.00

*NOTE: List not exhausted.*

2022/23 Reserves	
Current Account Balance	
General Reserve	£5,000.00
Open Spaces	£5,000.00
Property	£3,438.00
Cemetery	£15,000.00
Total	£28,438.00

From this information the Council needs to consider:

- if the reserves are appropriate
- should the Open Spaces reserve be used to fund the Management Plan for the Wildflower Meadows
- other funding opportunities, such as grants
- claiming of VAT in order to provide finances for the bollards and other projects

Clerk currently looking in to VAT claim and advised that she would like to take a DALC course on this subject, to be added to the next parish council agenda for

	<p>resolution. In addition, Clerk to check when the last claim for VAT was processed, and if not claimed in previous years, then to process for payment.</p> <p>C: To discuss and review assets moved to next agenda.</p> <p>D: A three-year forecast plan was discussed:</p> <p>Open Spaces – to be added to next agenda</p> <p>Property – to be added to the next agenda.</p> <p>Cemetery – Councillors visited the burial ground to gain an understanding of the current layout and the possibility of extending. Further investigation required, Cllr Frederickson and Clerk to arrange a meeting to take this forward. (see ref F below)</p> <p>E: Earmarked reserve discussed.</p> <ul style="list-style-type: none"> <li>i) General Reserve - £5,000</li> <li>ii) Open Spaces - £5,000</li> <li>iii) Property - £3,438</li> <li>iv) Cemetery - £15,000</li> </ul> <p>To review further once details and costs of extending the burial ground is known. However, it was felt that the reserve for Open Spaces should be used for the Wildflower Meadows and for any repairs to Property that should be required during this financial year.</p> <p>It was proposed that rather than specifically allocating amounts to certain items, instead to hold a Reserve Fund. Councillors to consider.</p> <p>In addition, in the future, to set up a separate bank account to hold the reserves, isolating from “Business as Usual”.</p> <p>F: Clerk shared with the committee, based on data held on file, list of burials and plots that have been reserved, more so those that are available, and layout of the burial ground.</p> <p>Rows A-J, 1-6 burial on consecrated ground, all but one has been assigned. Opposite the raised area is shown as an area for scattered cremations.</p> <p>Below the Rows A-J and beyond the privet hedge an area for cremated remains, and beyond this unconsecrated burial area.</p> <p>A number of questions were raised:</p> <p>Could the raised area be used for burial, taking into account ashes have been scattered?</p> <p>Can part of the unconsecrated burial area be consecrated?</p> <p>Is the unconsecrated area for the use of burial interment or cremations only?</p> <p>Clerk to investigate.</p>
FC06/07/22	<p>In addition, the following were briefly discussed:</p> <p>Peppercorn rent for bus shelter; questions raised as to when rent was last paid? As far as the committee are aware it has been some years since an invoice was presented to the Parish Council. The committee are unsure as to who now owns the land and who would require payment. Cllr Frederickson to speak to previous owner, Clerk to check accounts to see when payment last made and to whom.</p> <p>RoSPA report identifying repairs required; both Council and the Playing Field Committee have received their reports. It was suggested rather than separately both parties should apply as one for funding provided by Tarmac Landfill who will fund c80% of the money for required repairs.</p> <p>However, if by applying for funding as one party causes a delay in a request then the Council reserve the right to apply separately.</p>
FC06/08/22	<b>The next Finance Committee Meeting will take place at TBC, at the Burton Institute, Winster.</b>
	<b>Meeting closed at 7.55pm</b>