

WINSTER PARISH COUNCIL FINANCE COMMITTEE

Clerk & Financial Officer: Trisha Dale
Ivy Dene, Main Street, Birchover DE4 2BN
clerk@winsterparishcouncil.gov.uk

MINUTES OF COMMITTEE MEETING: 17th April 2024, 7pm in the Jubilee Room, 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. Robinson, Cllr. Brown, Cllr. Stone.

Also Present: Clerk/RFO Trisha Dale.

No.	Item
FC4/01/22	Apologies Received from Cllr. Frederickson.
FC4/02/22	Declaration of Interests None this meeting.
FC4/03/22	Public Speaking None this meeting.
FC4/04/22	Members question to the Chair None this meeting.
FC4/05/22	Approval and Ratification of the Minutes of the previous meeting A: The clerk gave an overview of the last meeting for the benefit of councillors not present at that meeting, after which the minutes of the previous Finance Committee meeting held on 17 th October 2022 were considered and approved (Prop DB. 2 nd MH, unan). B: There were no matters to discuss relating to the minutes of the previous meeting.
FC4/06/22	Business Matters A: Current projects were identified and included the identification of the lead councillors to each project as follows: <ol style="list-style-type: none">1. Burial Ground expansion – Cllr. Stone2. Playground refurbishment – Cllr. Brown3. Wildflower project – Cllr. Robinson4. Woodhouse Land Footpath – Cllr. Robinson/Cllr. Randles A brief discussion took place on the possible replacement of the swing, picnic area, replacement of the bin and adjustments required to the ground's maintenance of the East Bank Top. Clerk advised that the RoSPA inspection was due next month with the outcome needing to be considered/included in any action/plan. Item to be added to the next Parish Council agenda for consideration. B: Future financial commitments were discussed: <ol style="list-style-type: none">1. Burial Ground – currently being scoped.2. Playground – Some funding has been obtained with the expectation that further funding will be required. Project in scoping exercise.3. Wildflower – Currently have funding via various donations, it is not expected to require any further financial assistance this financial year.4. Woodhouse Lane – whilst funding will be requested a provision has been set out in the 2024/25 budget.5. It was raised that the Parish Council used to provide a donation for the maintenance of the Church clock and that this doesn't appear to have happened for some four years. Councillor to speak to the Church

	<p>administrator requesting that they submit a request for funding. Item to be added to the next Parish Council agenda. (AP – AS)</p> <p>6. It was reported that the grit bin on West Bank has been damaged and needs replacing. Identification of ownership required, if Parish Council property, then there will be a cost to replace, if DDC then this requires reporting. (AP – Clerk)</p> <p>C: A brief discussion on the assets register took place, it was agreed that the register needs to be reviewed and adjusted to identify where items were situated and current condition (e.g. benches). It was agreed that a village walkabout was required alongside a working group to be set up. In addition, suggested that an ongoing item to be added to the Parish Council agenda providing a brief update on village and asset conditions to support future planning/budgeting moving forward and identifying actions taken in the previous month to aid repairs (e.g. reporting of potholes etc). Clerk to circulate asset register. (AP – Clerk)</p> <p>D: The three-year plan/aspirations were discussed per each of the topics above (A), it is intended over the next few years to enhance the wild flowering within the village. In addition, discussed at the Parish Council meeting repairs to Burma Road, as this was discussed at the Parish Council meeting this was mentioned only so that the item was on the finance committee radar.</p> <p>E: The clerk advised that work was currently underway for the 2023/24 audit (annex A of the agenda) shows the year end results after reconciliation with the final year end bank statement. Clerk talked the Parish Council through the results with a comparison to last year identifying variants and providing a narrative were the variant exceeded the 15% tolerance. It was also noted that the forecasted variant between overall balance brought forward, income and expenditure was as expected, if including late submissions. This was due to delays on work carried out therefore claims being delayed. Full details will be included for the Annual Parish meeting to be held on the 22nd April with final sign off at the Annual Parish Council meeting being held on the 15th May.</p> <p>The Clerk raised a couple of points, over the financial year there had been some minor error (typos, duplicates) which were amended with accounts always being reconciled with the bank statements. As a belt and braces approach the clerk requested that a nominated Councillor on a quarterly basis should check the accounts and associated documents. This was agreed moving forward. It was also agreed that the Parish Council should consider internet banking, with the reduction of local banking facilities and banks moving to uploading checks which doesn't always work and results in difficulties paying cheques into accounts. This option to be investigated and added to the next appropriate agenda when information is available.</p> <p>F: There were no urgent requirements to discuss or note. However, Clerk asked the committee to consider support for the purchase of a filing cabinet to be stored at Burton Institute, rationale being that all Parish Council documentation to be held securely at a central point allowing for easy access should Councillors wish to view historic documents and/or whenever there is a new clerk., The handover of documentation in the past (not held centrally) was not sufficient, documents/files were missing. It was agreed to support the request and raise at the next Parish Council meeting. (Prop MH, 2nd DR, unan).</p> <p>F: It was agreed that Finance Committee meeting should be held on a quarterly basis where possible with some flexibility. The next meeting expected to be held in July, dates to be circulated, agreed and communicated.</p>
	<p>Meeting closed at 8.00pm</p>