

Cromford Parish Council

Minutes of a meeting of Cromford Parish Council Finance Committee held remotely on Wednesday 7 April 2021 at 7.30 pm

Present: Cllrs: J Beckett (Chair); B Bowman; J March. Clerk: Mrs B Kirkham.

FC/21/4.1 Welcome

Cllr Beckett welcomed everyone to the meeting.

FC/21/4.2 Apologies

Apologies were received from Cllr Nutting.

FC/21/4.3 Approval of Finance Committee Minutes from meeting on 12 January 2021

The meeting resolved to accept the minutes of the last meeting held on the 12 January 2021 as a true record of that meeting proposed by Cllr Bowman and seconded by Cllr March.

FC/21/4.4 Parish Council Property

The Asset Register needed to be updated to read '6 grit bins'. The location of the filing cabinet and photocopier would also need to be updated in due course. The Council to check if it still owned Christmas lights or if these had been disposed of since LED lights had been purchased. **Action: Clerk**

FC/21/4.5 Reserve Account at Unity Trust Bank

The Committee to recommend to full Council the opening of a reserve account at Unity Trust and transferring £25,000 into this account.

FC/21/4.6 Staff Pay Scales and change of salary payment date

DALC had recommend that the Clerk's salary scale be set between LC1 Points 13-17. Cllr Beckett to check that this included RFO work. The Committee agreed that in future salaries would be paid on the last day of the month as recommended.

FC/21/4.7 Payroll Provider

The meeting agreed to recommend the Council contract DD Payroll Services to run the Council payroll, subject to satisfactory contract and conditions. **Action: Clerk**

FC/21/4.8 To verify the bank reconciliations & report to full Council

Some Councillors now had access to the online banking system and confirmed that the balance was correct as presented to the Council.

FC/21/4.9 To consider end of year financial statement with respect to the budget

Several invoices had not been received in the previous financial year, the Clerk to make note of any outstanding invoices on the budget sheet of the new finance spreadsheet. **Action: Clerk**

FC/21/4.10 Preparation for Audit

Cllr Becket to deliver all financial information to the Clerk in the new few days in readiness for the preparation of the audit. **Action: Cllr Beckett**

FC/21/4.11 Review of Parish Council's Financial Controls

The Committee had reviewed the Council's financial controls and considered that they were adequate.

FC/21/4.12 Finance monitoring for the new financial year

The Clerk had made some changes to the finance spreadsheet, these were acceptable to the meeting.

FC/21/4.13 To consider S137 expenditure against both the Council budget and statutory limits

In the last financial year there had only been a small amount of expenditure under this budget head. The current limit was £8.32 per elector.

FC/21/4.14 Date of Next Finance Committee Meeting

The date for the next meeting was provisionally set for Wednesday 7 July 2021 at 7.30 pm.

Signed **Dated**