



MINUTES OF FINANCE SUB COMMITTEE MEETING (FSC)

Wednesday 16 November 2021 at 7pm
Thornton Room of the Annexe, Audlem Public Hall

Present: Cllr J McGregor, Cllr P Salt, Cllr D Winskill, Cllr M Duys

In attendance: Clerk O Hembry

1. Public forum

There were no members of the public present.

2. Apologies

There was an apology from Cllr J Bower.

3. Declaration of interests

There were no declarations of interest.

4. To confirm the Minutes of the meeting held on 6 October 2021

Cllr P Salt proposed, Cllr D Winskill seconded and the committee **resolved** to approve the minutes of the meeting held on 6 October 2021.

5. Matters arising from the meeting held on 6 October 2021

- Public Conveniences. Cost centre information was circulated to committee members, including details of lower costs in the first four months of the 2020/21 year, which was likely due to the impact of Covid.
- Parish Compact annual budgeted receipt of £1150. The payment was checked with Cheshire East Council who confirmed a payment of £1150 would be made. Subsequent to the meeting the payment was made on 17 November 2021.

6. To approve bank reconciliation up to November 6 statement date, or the latest date available

Bank reconciliations were available to the September 6 and October 6 bank statements. Cllr M Duys proposed, Cllr P Salt seconded and the committee **resolved** to approve the bank reconciliations to September 6 and October 6.

Table showing some figures from the bank reconciliation to September 6

Petty Cash	£46.17
Deposit Account	£118,409.40
Current account	£23,759.92
Total	£142,215.49

Table showing some figures from the bank reconciliation to October 6

Petty Cash	£181.67
Deposit Account	£118,410.37
Current account	£46,266.22
Total	£164,858.26

7. To approve the schedule of available payments and receipts

Cllr J McGregor proposed, Cllr D Winskill seconded and the committee **resolved** to approve the schedule of payments and receipts.

Approved payments schedule:

102 Admin costs	Payroll Services	Shires Pay Services	£12.30
113 Admin costs	Payroll Services	Shires pay Services	£29.40
125 Heat, light, water	Electricity	EDF Energy	£33.00
126 Admin costs	Payroll Services	Shires Pay Services	£12.30
127 Admin costs	Payroll Services	Shires Pay Services	£29.40
128 Cleaning	Public Conveniences	3 Counties Cleaning	£405.00
129 Pension	Pension Contributions	Nest	£32.27
130 Pension	Pension Contributions	Nest	£78.75
131 Wages	Salaries Street Cleaning	Lengthsman	£442.56
132 Wages	Salaries Admin	Clerk	£919.78
133 Printing	Sign printing	Audlem Printers	£40.00
134 HMRC tax & NI	Salaries Admin (month 5)	HMRC	£213.86
135 HMRC tax & NI	Salaries Admin (month 6)	HMRC	£213.86
136 Office stationery	Office expenses	Laserink	£22.50
137 Website mainten	Website	Then Media	£51.60
138 Room hire	Room hire	Audlem Public Hall	£48.00
139 Office expenses	Office expenses	Microsoft	£59.99
140 Room hire	Room hire	Audlem Public Hall	£72.00
141 Audit costs	Professional Services	Internal auditor	-£150.00
142 Heat, light, water	Electricity	EDF Energy	£33.00

- Voucher 141. Donated fee of £150 was approved at the meeting of 6 October and subsequently paid as requested. The payment was returned by the recipient's bank. This was processed as advised by Scribe Accounts as a negative payment/credit voucher to balance the original payment. Request has been made for the recipient to check before the payment is remade. Payment could be made by cheque.
- Timesheets for the Clerk were approved including payment for overtime work in August (6.75 hours), September (29.75 hours) and October (21.25 hours).

Approved receipts schedule (receipts year to date):

1 Bank interest	Savings account	Santander	£1.01
2 Precept	Current account	Cheshire East Council	£27,500.00
3 Bank interest	Savings account	Santander	£0.97
4 VAT refunds	Current account	HMRC	£876.23
5 VAT refunds	Current account	HMRC	£3,567.20
6 Bank interest	Savings account	Santander	£1.01
7 Public cons donations	Petty cash	Honesty box (public toilets)	£80.65
8 Grant app re flags	Petty cash	DSL Daily Supply	£0.50
9 Bank interest	Savings account	Santander	£0.97
10 Bank interest	Savings account	Santander	£1.01
11 Bank interest	Savings account	Santander	£1.01
12 Precept	Current account	Cheshire East Council	£27,500.00
13 Public cons donations	Petty cash	Honesty box (public toilets)	£135.00
14 Bank interest	Savings account	Santander	£0.97

8. **To review progress on the change of Bank Mandate details with Santander**
Forms to add Cllr J McGregor and Cllr P Salt are being completed which will then be taken to a branch with a copy of the signed Minutes noting the addition of the signatories and any required supporting documents.

9. **To review the setting of budget for the 2022/23 year**
Budget planning reports have been circulated to members. Cheshire East Council have requested the return of the precept notification form by Friday 14 January for the financial year commencing 1 April 2022. Cllr J McGregor volunteered to contact Ward Cllr R Bailey to seek advice. A budget meeting has been scheduled for 1pm Tuesday 30 November, with the location to be confirmed.

10. **To agree a date for the next meeting**
The next meeting of the Finance committee was scheduled for Tuesday December 21.

The meeting closed at approximately 8pm

It was **resolved** to approve the minutes of the last meeting held on 16 November 2021 which were signed by the Chair of the meeting as a true record on 16 December 2021.

Signed:

Position:

O Hembry
Clerk