



**MINUTES OF FINANCE SUB COMMITTEE MEETING (FSC)**

Wednesday 6 October 2021 at 7pm

Thornton Room of the Annexe, Audlem Public Hall

**Present:** Cllr P Salt, Cllr D Winskill, Cllr J Bower, Cllr J McGregor,

**In attendance:** Clerk O Hembry

**1. To appoint Chair for the meeting**

Cllr P Salt proposed to appoint Cllr J McGregor as Chairman of the Finance Subcommittee. Cllr D Winskill seconded the motion. The committee unanimously **resolved** to approve the motion.

**2. Public Forum**

There were no members of the public present.

**3. Apologies**

There was an apology from Cllr M Duys.

**4. Declarations of interests**

There were no declarations of interest.

**5. Confirmation of Minutes**

The Minutes of the last meeting held on 7 July 2021 were approved and have been signed by Cllr P Salt as a true record of the meeting.

**6. Matters arising: Matters arising from the last meeting held on 7 July 2021.**

There were no matters raised.

**7. To approve the schedule of available payments.**

The committee agreed to move discussion of this item to Part B.

**Approved payment schedule:**

18 INV-07066	Payroll Services	Shires Pay Services	£29.40
108 Wages	Salaries Admin	Clerk	£919.78
109 Wages	Salaries Street Cleaning	Lengthsman	£442.56
110 Pension	Pension Contributions	NEST	£32.27
111 Pension	Pension Contributions	NEST	£78.75
112 68556518	Public Conveniences	PHS Group	£288.22
114 SB20212803	Audit costs	PKF Littlejohn	£360.00
115 Grant app	Grant	ADCA	£500.00
116 2021/263	Training	ChALC	£30.00
117 Receipt	Office Expenses	Post Office	£1.29
118 TMS-11856	Website	Then Media	£72.00
119 TMS-11866	Website	Then Media	£51.60
120 567	Public Conveniences	3 Counties Cleaning	£390.00
121 1193	Turnpike Field Maintenance	Tony Seabridge Grounds	£336.00
122 1193	Grounds maintenance	Tony Seabridge Grounds	£138.00
123 Invoice	Salaries -Admin	Interim Clerk	£446.30
124 Donated fee	Professional Services	Internal auditor	£150.00

**Approved receipts schedule:**

13 Petty cash	Public Conveniences	Honesty box	£135.00
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**8. To review the flexed monthly report on budgeted receipts and payments for the second quarter.**

The second quarter flexed monthly budget report was proposed to be accepted by Cllr J McGregor, seconded D Winskill, with the following queries raised for review.

- Insurance. Confirmed to be an annual cost. Annual budget £1300. Payments year to date £1096.38
- Subscriptions. Confirmed to be an annual cost. Annual budget £950. Payments year to date £754.60
- Public Conveniences. Annual budget £5950. Payments year to date £4150.49. Cost area to be reviewed, specifically consumables.
- Parish Compact annual budgeted receipt of £1150. Date of receipt to be checked with Cheshire East Council.

**9. To review progress on the change of Bank Mandate details with Santander.**

The committee agreed to move this item to Part B.

**10. To review the opening of an account with the CCLA investment fund.**

Cllr J McGregor proposed to defer the opening of an account with the CCLA investment fund for further consideration, seconded by Cllr J Bower. The committee unanimously **resolved** the proposal.

**11. To agree a date for the next meeting.**

The date of the next meeting was set as Tuesday 16 November. It was agreed to review the monthly timing of Finance Subcommittee and Parish Council meetings.

**PART B**

The Committee agreed to enter into Part B due to the confidential nature of the business to be conducted.

**Payments schedule**

The committee discussed the payments schedule as set out in confidential Appendix 3/2021.

**Bank mandate Santander**

The committee discussed the change of bank mandate as set out in confidential Appendix 4/2021.

The meeting closed at 9pm

It was **resolved** to approve the minutes of the last meeting held on 6 October 2021 which were signed by the Chair of the meeting as a true record on 16 November 2021.

Signed:

Position:

O Hembry  
Clerk